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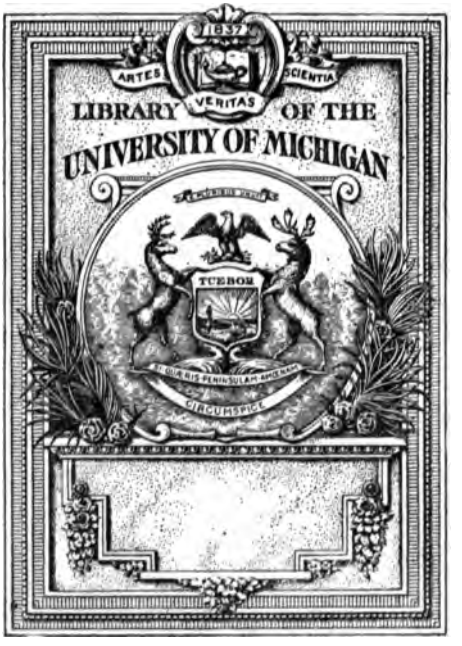
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By
COLONEL JAS. A. MOSS
U. S. Army

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DEDICATED
TO
THE MAN BEHIND THE DESK,
the man who, being away from the
din and glamor of battle, is usually denied
popular favor, yet who clothes, feeds, pays, shelters,
transports, and otherwise looks after the man
behind the gun, whose health, comfort,
contentment and success often
depend on the less spectacular
though no less impor-
tant work
of
THE MAN BEHIND THE DESK.

IMPORTANT

This book, like the Army Regulations, or any other book of reference upon which one depends for accurate, reliable information, should be kept "Posted,"—that is to say, whenever a change is made in any War Department order, bulletin, or circular or any paragraph of the Army Regulations or any other War Department publication mentioned in this book, the proper notation should be made in the margin, opposite the proper paragraph.

In order to facilitate such notation of changes, every War Department order, bulletin and circular, and every paragraph of the Army Regulations, and every other War Department publication mentioned in this book, are given below.

ARMY REGULATIONS (EDITION 1913)

(No posting necessary up to and including Changes No. 56.)

PARS.		PARS.		PARS.	
A. R.	Book	A. R.	Book	A. R.	Book
9	298	117	309-2	148½	60 (b)
28	319 (b)		309-4		128 (i)
29	319 (a & b)	118	221		278
30	128 (j)		275		314
	319 (c) 1		309-3 & 5		342-5 i
33	60 (b)	119	151½	150	128 (h)
45	151½		309 (b)		211
48	"	120	151½		315 (d)
50	"		309 (b) 2		316 note 5
64	72 note		325		327 note
65	131	121	206	151½	278½
76	151½		326	152	279
83	151½	124	151½	154	316 note 6
	305		221		320-6
84	305 note (c)	125	151½	155	221
85	305		325-3 & 4		279
86	151½	126	151½		311 2
	305		325-6	158	278
87	305	126½	151½	159	312 (b) 1
93	69 note 1 & 4		325		321 (b)
94	3		326	160	151½
	69 note 2 & 3	132	207		312 (a) 3
100	151½	133	151½		312 (c) 3
	206	135	221	161	312 (a)
	222		279		312 (c)
104	221	139	68		312 note
	310-1 & 2		278	162	221
	328-1		311 (c) 1		279
106	63		312 (c) 2		306 (a)
	71	140	279		308
109	71		315 (d)	163	305
114	177		316 note 5		308-8
115	221		327 note		309-3 & 4
	310-1 & 2	141	279	164	308-11
	316 note 6	142	279		309-4
	328-1	146	68		344-1
116	241	148	60 (a)	165	308-7
	268		128 (h)		

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A. R.	Book
167	309 (a)
	283
	306 (a)
	308½-2
169	278½
178	278½
203	241
211	109
	112
	115
	116
	117
	122
	123
	347
213	128 (b)
221	278½
226	170
243	257
245	29
	170
	176
	178
248	177
	257
256	177
258	153
	155
259	157
270	257
271	60
	164 (b)
	177
275	60
	164 (c)
276	76
	323 note
280	207 (a) (b)
	(d) (e) (f) (h)
	(i) (j) (k) (l)
281	118
	206
	207 (l) (m)
	216
	221
282	207 (c)
295	257
300	257
301	221
302	257
303	"
305	"
307	306 (c)
308	257
	306 (c)
311	257
317	128 (a) note
	151½
	221
	257
321	128 (d)
	151½
	325 155
328	151½
	174
328½	151½
	175

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A. R.	Book
332	151½
341	279
345	279
359	257
398	151½
438	151½
439	"
440	"
465	128 (k)
	321 (a)
466	321-4
467	321 note 2
468	321-5
498	206
499	"
554	"
561	"
563	"
595	197 (a)
597	197 (a)
	198 (b)
611 to 619	198 (b)
618	197 (a)
	206
627	206
629	206
639	198 (b)
648	279
653	184
657	241
665	263
678	243
	258
	261
680	197 (a)
	206
683	263
684	332 note 1
685	269
686	269
687	268
	309 (a)
701	206
708	119
709	128 (e)
	151½
	303
710	241
717	243
	260
	289
726	128 (e)
	241
	323
	345
775	43
	44
	53
778	45
779	46
782	47 (a)
783	47 (b) & (c)
785	47 (c)
786	48
	311 (c) 1
788	49

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A. R.	Book
791	81
	170
797	161
806	151½
807	151½
	221
	279
811	151½
	169
	208
	221
812	151½
	169
	221
	278½
813	221
814	221
816	169
	221
818	169
819	169
	221
822	50
826	64
827	206
828	151½
	169
829	151½
	169
	172
	221
857	227
860	227
877	137 (c)
907	241
924	151½
935	151½
937	151½
	236
938	316-1 (a)
939	327 (b)
940	318 (b)
941	324 (a) 1
943	133
944	62
953	207 (h)
957	207 (p)
1000	206
1008	151½
	206
1009	206
1010	206
1011	151½
	206
1012	151½
	206
1013	151½
	206
1014	151½
	206
1018	206
1019	205
1023	241
	328-3
1055	197 (a)

PARS.	
A. R.	Book
1062	151½
	221
1073	241
1089	216
1092	118
	216
1094	241
1111	137 (d)
1111½	206
1128	137 (g) note
1147	151½
	206
1148	151½
1159	298-11
1160	207
	221
	298-11
1161	207
1163	279
1166	207
1170	236
	315-2
	324 (b) 2
	327 (b)
1174	197 (a)
1177	151½

PARS.	
A. R.	Book
1179	241
1181	216
	221
1182	221
1184	54
	55
	56
1185	151½
1187	57
1188	58
1191	221
1193	59
1209	151½
	221
1215	282
1216	236
1220	205
	221
1221	205
1223	321-6
1235	279
1236	137 (d)
1242	221
1250	197 (a)
1251	282
1253	206

PARS.	
A. .	Book
1315	151½
1343, 1344, 1345	71 note; 299 29 (b)
1348	221
1350	221
	299 (b) 3
	306 note 3
	309-6
1356	221
	328-6
1451	221
1467	151½
1468	151½
1511	222
1520	241
1534	241
1535	212
1537	241
	243
1550	151½
1551	212
	221
1566	235
	257
1571	210

WAR DEPARTMENT GENERAL ORDERS

(No posting necessary up to and including G. O. 58, 1917.)

G. O.	Year	Par.
1	1905	151½
		160
5		221
30		151½
206 (par. 11)		278
59	1906	206
68		276
85		221
89		222
109		110
		111
193		221
59	1907	221
128	1908	221
163		151½
208 (par. 1)		151½
		309 (b)1
		317 (a) 1
92	1909	6(16)
		11
(par. 1)		12 (17)
(a)		
(par. 1)		12a
(c)		
(par. 2)		
(u)		
		12c
		13
		97a
		110
		120

G. O.	Year	Par.
216 (par. 1)		6 (16)
		11
		12 (17)
7	1910	151½
(par. 11)		160
		169
66		227
67		151½
		304
		305
		306
		308 (b)
(par. 1)		282
148		151½
195 (par. 5)		4 (13)
48	1911	207 (a)
80 (par. 1)		210
128 (par. 8)		151½
		169
3 (par. 7)	1912	11
		12 (17)
		217-4
11		6
23		6 (9)
(par. 9)		151½
24		169
		221
(par. 11)		160
(par. 111)		4 (7)
31		299 (c)

G. O.	Year	Par.
6	1914	221
31	1914	299-26
		(e) (f)
		311 (a) 1
37		277
45		299(c)
(par. 1)		316 note
47		199
52		206
85 (par. 1)		276
19 (par. 1)	1915	317-2
31 (par. 2)		288
52		151½
(par. 4)		290
(par. 6)		221
		221
(par. 7)		235
53		235
		257
59 (par. 1)		301
60 (par. 1)		276
sec. 14		
64 (par. 11)		319-3
(par. 4)		319 (b)
(pars. 7 & 8)		319 (b)
(par. 8)		319-2
(par. 9)		319 (c) 1
(par. 18)		319 (c) 3
67 (par. 1)		315-2
		316-2
		324 (b) 2

G.O.	Year	Par.	G.O.	Year	Par.	G.O.	Year	Par.
		205	(par. 3)		128 (g)			327 (b)
106 (par. 6)			41 (par. 1)		277	6 (par. 1)	1916	207 (n)
(d)		16	17 (par. 11)	1913	4 (13)	15 (par. 3)		205
109		153	(par. 9)		173	20 (par. v)		264
137		328-5			221	21		77 note
162 (par. 1)		276	20 (par. 111)		232	37		151½
194		112	53 (par. 111)		6 (10)			169
						40	1916	201
								298
						63 (par. IV)		276
								278
								279

MANUAL FOR COURTS-MARTIAL

(The Court-Martial Manual paragraphs are in bold face, and the corresponding Army Paperwork paragraphs in Roman type.)

104, **151½**; 1 (page 333), 329; 337, 330; **76**, 331; 1 (page 333), 333 and 334; **104**, 336.

MANUAL OF INTERIOR GUARD DUTY

(The Manual of Interior Guard Duty paragraphs are in bold face, and the corresponding Army Paperwork paragraphs in Roman type.)

11, 114; **12**, 114 and **151½**; **258**, 315 Note 4, 316 Note 2, and 327; **260**, 315 Note 3; **265**, 327; **269**, 315; **279**, 326; **283**, 62; **284**, 62.

MANUAL, MEDICAL DEPARTMENT

(The Manual, Medical Department paragraphs are in bold face, and the corresponding Army Paperwork paragraphs in Roman type.)

218, 304, 305 Note (b), and **308½**; **226**, 304; **401**, 304.

ORDNANCE DEPARTMENT PAMPHLETS

No.	Par.	Book Par.	No.	Par.	Book Par.	No.	Par.	Book Par.	No.	Par.	Book Par.
1467	....	212	1965	....	215	1965	120	247	1965	232	254
1715	....	215		98-233	242		121	247		235	78 notes
1717	....	215		113	244		122				253
1718	....	215			245		128	248			266
1879	....	291		115	246		145	251			288
1897	....	215		118	247		231	254		Page 14	207 (o)
								273	1970		215

WAR DEPARTMENT BULLETINS

Bulletins	Year	Book Par.	Bulletins	Year	Book Par.	Bulletins	Year	Book Par.
24	1912	6 (9)	15	1915	78	12	1916	77
4					(notes)			(note)
(page 12)	1913	343			252			
		(note 4)			285	17		352
19		211			288			
24		78	(par. 11)			52		352-2
		(notes)	(sec. 3)		253	(par. II)		
		252	16		340			
		253			342	55		80
		285	(par. 1)		128 (i)	(par. III)		(note 1)
		288	29		66			
4	1914	14	(par. 4)					
(par. 1)			31		78			
39		343			(note)			
		(note 5)			252			
11	1915	316-1 (b)			285			
(par. II)					288			
		327	10	1916	69			
12		324-2	(par. III)		(note 4)			
(page 21)								

WAR DEPARTMENT CIRCULARS

Cir.	Year	Book Par.	Cir.	Year	Book Par.	Cir.	Year	Book Par.
10	1903	222	33	1908	112	8	1909	28
Hdqrs. Army					112	63		151½
25	1906	27			159	64		264
44		276	34		151½	92		
46	1907	151½			221	(sec. 8)		12(d)
78			41		151½	3	1910	120
(par. 1)		264	83		264	41		306
14			3	1909	323			(note [a])
(par. 7)	1908	212			(note)			

POST EXCHANGE REGULATIONS

(The Post Exchange Regulation paragraphs are in bold face, and the corresponding Army Paperwork paragraphs in Roman type.)

5, 127, **151½**; **6**, 136, **151½**, 239.

REGULATIONS, REGULAR ARMY RESERVE

(The Regulations, Regular Army Reserve paragraphs are in bold face, and the corresponding Army Paperwork paragraphs in Roman type.)

2 (2), 320; **9**, 320; **17**, 320; **27**, 320-6; **34**, 320.

SIGNAL CORPS MANUAL NO. 7

(The Signal Corps Manual No. 7 paragraphs are in bold face, and the corresponding Army Paperwork paragraphs in Roman type.)

243, 235; **248**, 235; **262**, 233; **270**, 235; **295**, 235; **300**, 235, 257; **302**, 235; **303**, 235; **305**, 235; **306**, 235, 257; **307**, 235; 257; **308**, 235; **309**, 235; **311**, 235; **317**, 235; **332**, 233; **359**, 235; **402d**, 233.

SMALL-ARMS FIRING MANUAL

(The Small-Arms Firing Manual paragraphs are in bold face, and the corresponding Army Paperwork paragraphs in Roman type.)

228½, 151½; **226**, 207 (t); **254**, 207 (t).

TRANSPORT REGULATIONS

(The Transport Regulation paragraphs are in bold face, and the corresponding Army Paperwork paragraphs in Roman type.)

194 sec. 3, 80 note 2; **194**, 80 note 3; **195**, 79, note 1.

MANUAL FOR THE QUARTERMASTER CORPS, 1916

Man. Q. M. C. Par.	Book	Man. Q. M. C. Par.	Book	Man. Q. M. C. Par.	Book
159	206	1958–1961	205	3353–3398	205
202–211	206	1989–1990	200	3399–3535	205
243	206	2073–2092	205	3407	206
415–429	194	2087	206	Vol. II, Appendix	
577	183	2106	196	Pages 5 to 85	203
605	206	2106–2117	205	11 to 17	192
754–758	193		206	48	206
783	206	2235	190	57 to 63	206
1310–1579	201	2287–2415	202		(note)
1914–1997	196	2726	206		
	205	3254	206		

Q. M. C. Circulars: No. 2, 1917, book pages 186 and 206; No. 3 (pages 33 and 127), book page, 206.

Caution. First of all, keep your Army Regulations posted. Whenever any paragraph in the Army Regulations or any other War Department publication, is mentioned in this book, **invariably** look up and read carefully the paragraph in question. In this connection it is suggested that you subscribe to "Army Changes," which gives all changes in the Army Regulations, Drill Regulations, Field Service Regulations, and forty (40) other War Department publications, from the respective dates of their publication to the date of publication of the last number of Army Changes. Single copies, 50 cents; annual subscription, $1.50. (Geo. Banta Publishing Co., Menasha, Wis., publishers.)

CHAPTER I

GENERAL PRINCIPLES

1. Paperwork an essential feature of military life. As irksome as paperwork may be to many people, it is nevertheless an essential feature of military life, being as necessary, in its way, as any other part of the military profession, forming, as it does, an important part of Army administration. It is, therefore, a subject in which officers, sergeants-major, first sergeants, company clerks, and others should be proficient. *However, it must be remembered that proficiency in paperwork, like proficiency in anything else, requires work and attention to business.*

2. Making unnecessary paperwork for ourselves. Although of late years legislation and other elements incident to the complexity of our present form of civilization have of necessity increased Army paperwork, the fact still remains that the Line of the Army deliberately makes for itself much unnecessary paperwork by doing many things that answer no useful purpose, and by adopting indirect, unbusinesslike methods in doing others. The practice, for example, in some commands of reducing *everything,* even the smallest trivials, to writing, causes much unnecessary paperwork. Again, we often make unnecessary work for ourselves and others in the following ways:

(a) By submitting, through carelessness, papers with omissions or with mistakes, and which must, therefore, be returned for completion or correction.

(b) By failing to render reports, returns, estimates, and requisitions at the time required by orders or regulations.

(c) By failing to return promptly papers that are required to be returned.

(d) By calling for periodical and other reports that really answer no useful purpose, or whose use is not commensurate with the labor involved in their preparation.

(e) By calling for periodical and other reports in formal written form, while an informal slip, or, when practicable, an entry under "Remarks" on the company morning report, giving the data required, would answer the same purpose fully as well.

3. How to save ourselves unnecessary paperwork. An observance of the following will save much unnecessary paperwork:

(a) Keep your Army Regulations "posted" to date[1] and get into the habit of referring to them whenever there comes up a new matter, or one

(1) It is suggested that ... kept in the office. See ARMY CHANGES, in advertising section.

concerning which the slightest doubt exists, analyzing the paragraphs involved and taking special care to see that all their requirements are fulfilled. For instance, in case of an application for appointment as ordnance sergeant (A. R. 94) see—

(1) Whether the applicant has served at least eight years in the Army, including four years as noncommissioned officer.

(2) If he is less than 45 years of age.

(3) That the application is in the applicant's handwriting.

(4) That the application states the length and nature of military service, and for what time and in what organizations he has served as a private and as a noncommissioned officer.

(5) That the company commander has indorsed on the application a statement as to the character, intelligence, and fitness of the applicant.

(b) Whenever reference is made to certain paragraphs in the Army Regulations or to certain orders, *invariably* look up the paragraphs or orders referred to.

(c) Letters and indorsements requiring answers should be carefully analyzed and the constituent parts requiring answers should be answered categorically.

(d) Return promptly all papers that are required to be returned. If directed to return a paper, complete a report or do anything else without delay or by a certain time, and if it is impossible to do so, then the office concerned should be so notified without delay, with a full explanation.

(e) Render without delay all reports and returns required by orders or regulations to be submitted when the occasion arises.

(f) Render without delay, all reports, returns, estimates, and requisitions required by orders or regulations to be submitted periodically. In order to insure promptness and make forgetting impossible, keep a "Tickler" in your office. (See "Card System Tickler," par. 100)

(g) *Always read carefully* before signing, all letters, indorsements, reports, returns, estimates, requisitions, discharges, final statements, and all other papers that are submitted to you for signature. Remember that the officer who signs a letter, an indorsement, report, return, requisition or other paper of whatever nature—and NOT the clerk who actually made it out—is responsible for its accuracy, including spelling, punctuation, etc.

While it is true that a faithful compliance with the above takes time, patience and labor, it will in the long run save much extra paperwork and trouble.

4. Reduction and simplification of paperwork. (a) *Post administration.* The following suggestions for the reduction and simplification of paperwork connected with post administration are taken from General Orders, No. 1, Hq. Eastern Department, 1915:

(1) *Verbal instead of written orders.* The following to be verbal instead of written: Orders granting leaves of absence not exceeding five days; orders attaching officers to organizations for temporary duty, and relieving them from such duty; orders appointing and relieving officers as summary court; orders detailing enlisted men on special duty and relieving them from such duty; orders for muster, inspection and payment of troops—in general, orders that do not involve money or property accountability to be verbal instead of written. (Attention is invited to the fact that orders affecting the status of individuals are always entered on the morning report and thus made of record.)

(2) *Formal written applications for furloughs not to be submitted.* No formal written applications for furloughs to be submitted to post commanders, but, if desired by the post commander, an informal memorandum may be attached to the furlough, giving such information as may be desired regarding the number of men on furlough, etc.

(3) *Use of telephone.* Judicious use of the telephone will obviate considerable writing, and many things now done through correspondence can be done equally as well and much more expeditiously by telephone.

(4) *Efficiency reports to be kept at post headquarters.* The keeping at post headquarters of efficiency reports of the officers of the command and the reference of such reports to the proper officers upon the permanent departure of officers from the command, will obviate considerable future correspondence.

(5) *Receipts for certain papers not necessary.* Many of the receipts that are now required for orders, details, and other routine papers could, with safety, be dispensed with.

(6) *Assignment of recruits by written orders unnecessary.* The assignment of recruits to companies by written orders is unnecessary—the assignment as stated on the D. and A. card, a copy of which is furnished the company commander, is sufficient.

(7) *Approval of commanding officer in case of absence from duty under General Orders, No. 31, War Department, 1912.* Whenever an officer or enlisted man is absent from duty due to causes within the purview of General Orders, No. 31, War Department, 1912, and the company commander and the surgeon are in accord, the approval of the commanding officer may be noted and made of record, by writing "Approved," duly signed, in the column "Disposition" of the Daily Sick Report, opposite the last entry of the name of the man.

4 (contd.)

8. *Monthly submission of ration returns.* The submission of ration returns for a period of one month instead of a shorter period reduces paper and other work.

9. *Obtaining information by means of informal memoranda, by personal interview and by telephone.* Clerical labor and useless records can be saved by using informal memoranda instead of formal written communications in communication between post headquarters and organization commanders and others in cases the nature of which does not require that the matter be made of permanent record. For example, applications for the appointment and reduction of noncommissioned officers, and for ratings and disratings; applications for leaves of absence within the power of post commanders to grant (such applications might be verbal) certain information required by post headquarters on which to base letters or indorsements. In this connection it may be remarked that not infrequently certain papers (for example, applications of enlisted men for transfer) that are sent to post commanders for information or expression of opinion, and that are now referred to organization commanders and others by formal indorsement in which to get desired information, need not, unless the matter be of such a nature as to make it desirable to make of record the statement of the subordinate to whom the paper is referred, go further than post headquarters, the necessary information being obtained from organization commanders or others concerned by personal interview, by telephone or by informal memoranda, and the communication being returned by post headquarters by indorsement based upon the information so obtained.

(10) *Officers reporting at post headquarters daily.* Considerable business now transacted in writing can be disposed of conveniently and expeditiously by personal interview, and orders, communications, etc., can be delivered without messenger service, by having all the officers of the command report daily, except Sundays, at post headquarters at officer's call, sounded shortly before 1st sergeants' call, which, for the convenience of those concerned, might be sounded immediately after morning drill. Instructions concerning muster, inspections, payment, etc., and information of general interest now conveyed by written communication, may be given the assembled officers by the commanding officer or the adjutant, the officer of the day detail verbally announced, holidays made known, etc. A pigeon-hole box, with a compartment labelled with each officer's name, is kept in some convenient room in the administration building, and orders, communications, etc., intended for officers are placed in their respective compartments. Should the commanding officer or the adjutant desire to see an officer about some particular matter, place in the officer's com-

partment a card or slip, bearing, for instance, the statement—

"Capt. Smith:

The C. O. (or Adjt.) desires to see you about ————."

(Note. See par. 96, regarding use of bulletin board and daily bulletin.—Author.)

(11) *Payment of ration savings to organization commanders.* At posts where officers report daily at headquarters at a fixed hour a representative of the Quartermaster's office is present once a month to pay there to organization commanders the ration savings and have them sign the necessary vouchers.

(12) *Pass System.* Any of the following pass systems will obviate the daily preparation of pass lists by organization commanders, and the scrutiny and signing of same at post headquarters:

(a) Organization commanders to grant passes under general supervision of the post commander, a passbook or list being kept in the company office, in which will be entered daily the names of the men to go on pass that day, and the authorized hours of absence, the book or list to be signed each day by the organization commander.

(b) Under general supervision of the post commander, organization commanders to grant permanent passes, based on good conduct, and revocable in the discretion of the organization commander in case of misconduct.

(c) General permission to be given by the post commander to all enlisted men to be absent during stated hours that will not, except by special permission of the organization commanders in each case, exempt them from any duty, and organization commanders being authorized to withhold this privilege from delinquents.

(13) *War Department Orders.* The following are the War Department orders on the reduction and simplification of paper and other administrative work:

(1) In order that the maximum amount of time may be devoted to the practical and theoretical instruction of troops, division, department, and post commanders will reduce official correspondence at their headquarters to the minimum consistent with efficient administration. To this end post commanders will dispose of matters of routine as far as practicable by personal interview with the individuals concerned at such hours as will least interfere with the instruction of their commands. (Par. 5, G. O. 195|10.)

(2) Routine administration throughout the Army must be regulated on the basis that training and preparation [illegible]e are of first importance. Administrative duties are a[illegible] of military life and are not to be neg[illegible]v must be

simplified, reduced in amount, and adjusted as to time of performance, so that they will not obscure the real purpose for which the Army is maintained or obstruct the attainment of this purpose. Commanders of all grades must so order and arrange the affairs of their organizations that the foregoing general principles are given full force and effect. (Par. 11, G. O. 17|13.)

(3) It is believed that the custom of having the morning reports, daily correspondence, returns, etc., submitted in the morning before the tactical instruction of troops is completed, which prevails at many posts, removes captains, other organization commanders and first sergeants, from other and more important duties, or lessens the amount of personal supervision at a time when such supervision is most needed. This custom also tends, in some cases, to the habit of post commanders remaining at their desks to attend to the daily paperwork while their commands are engaged in tactical work.

* * * * * * * * * * * *

These customs, which are now in force at certain posts, are considered to violate the provisions of paragraph 11, General Orders, No. 17, War Department, 1913, and steps will be taken to regulate the same. (Letter A. G. O., Jan. 17/14.)

5. Pointers worth knowing. Observance of the following will do much to insure accuracy and completeness, and save time and trouble:

(a) Before filling out a blank form read carefully all notes thereon, and all Army Regulation paragraphs and orders on the subject, *and comply with their requirements.* You will be surprised how often this will call your attention to things that you never knew about the preparation of the form, or which you had forgotten. *Cultivate the habit of reading the Instructions on all forms you prepare*—it takes a little time and patience, but it will increase the accuracy of your work, and in the long run save you and others time and trouble.

(b) All columns on forms must be filled in. When, owing to the absence of the necessary information or for any other reason, a column or heading can not be filled in, "Unknown," or a dash should be entered.

(c) One or more diagonal lines should be drawn through the blank space after the last entry on estimates, requisitions, pass lists, etc., thus guarding against the addition of anything after signature.

(d) In preparing reports, returns, estimates, requisitions, or other blank forms for the signature of a superior, always insert his rank, regiment, and official designation after the place for signature.

(e) In preparing in duplicate final statements or other papers written by hand, always compare them before submitting them for signature.

(f) Papers made out in duplicate, triplicate, etc., should be marked in the lower left hand corner, "In duplicate," "In triplicate," etc.

(g) In case an original paper has been lost and it becomes necessary to make out another, the new one should be marked, "Duplicate."

(h) Whenever a signature is copied (Sgd.) or (Sig.) is written before the same.

(i) Interlineations should be initialed by the one making them.

(j) A clerk or anyone else who typewrites anything, should always read the paper carefully before submitting it.

(k) Whenever reports are called for at certain stated periods, render them even though there is nothing to report. Otherwise the office to which the report is to be submitted has no way of telling whether the report was not rendered through neglect or whether it was because there was nothing to report.

(l) When a letter is submitted for signature, submit with it the addressed envelope. (Applies, as a rule, mostly to company clerks. Application of rule would be neither desirable nor practicable in an office higher than that of a company.)

(m) When you submit several papers for the signature of a superior, stand near by and blot and remove them as they are signed.

(n) Whenever given a manuscript to typewrite always return the manuscript with the typewritten copy.

(o) Do not waste paper by using, for example, a whole sheet to write matter that can be written on one-fourth or one-fifth of a sheet.

REGARDING THIS CHAPTER

(The numbers in parentheses refer to paragraphs.)

Is paperwork an essential feature of military life? (1)

What does proficiency in paperwork require? (1)

How do we often make unnecessary paperwork for ourselves and others? (2)

Should the Army Regulations be kept "posted" to date? (3)

What should always be done whenever a new matter comes up, or one concerning which the slightest doubt exists? (3a)

What should always be done whenever reference is made to certain paragraphs in the Army Regulations or to certain orders? (3b)

What should be done in the case of letters and indorsements requiring answers? (3c)

How should papers that are required to be returned, be returned? (3d)

If directed to return a paper, complete a report or do anything else without delay or by a certain time, but if it be impossible to do so, what should be done? (3d)

5 (contd.)

How should all reports and returns that are required to be submitted when the occasion arises, be rendered? (3e)

How should all reports, returns, estimates, and requisitions that are required to be submitted periodically, be rendered? (3f)

What will insure promptness and make forgetting impossible? (3f)

What should a person always do before signing letters, indorsements, reports, returns, estimates, requisitions, discharges, final statements, and other papers submitted to him for signature? (3g)

Will compliance with the above save much extra paperwork and trouble? (3g)

State in what way, under the following headings, can paperwork connected with post administration be simplified:—

(a) Issuing verbal instead of written orders. (4a-1)
(b) Not submitting formal written applications for furloughs. (4a-2)
(c) Use of the telephone. (4a-3)
(d) Keeping efficiency reports at post headquarters. (4a-4)
(e) Receipt for certain papers not being necessary. (4a-5)
(f) Assignment of recruits by written orders being unnecessary. (4a-6)
(g) Approval of commanding officer in case of absence from duty under G. O. 31, 1912. (4a-7)
(h) Monthly submission of ration returns. (4a-8)
(i) Obtaining information by means of informal memoranda, by personal interview and by telephone. (4a-9)
(j) Officers reporting at post headquarters daily. (4a-10)
(k) Payment of ration savings to organization commanders. (4a-11)
(l) Pass system. (4a-12)

In order that the maximum amount of time may be devoted to the practical and theoretical instruction of troops, what should post and other commanders do? (4b-1)

And to this end how will post commanders, as far as practicable, dispose of matters of routine? (4b-1)

How should routine administration be regulated? (4b-2)

How should administrative duties be handled and adjusted? (4b-2)

What is the duty of commanders of all grades in connection with administrative duties? (4b-2)

What is the result of submitting the morning report, daily correspondence, returns, etc., in the morning before the tactical instruction of troops is completed, and what should, therefore, be done? (4b-3)

What should be done before filling out a blank form? (5a)

Should *all* columns on forms be filled in and what should be entered in case, owing to the absence of the necessary information or other reason, a column or heading can not be filled in? (5b)

5 (contd.)

What should be done in the case of blank space after the last entry on estimates, requisitions, etc. (5c)

What should always be done in preparing reports, returns, requisitions, or other blank forms for the signature of a superior? (5d)

What should always be done in preparing in duplicate final statements or other papers written by hand, before submitting them for signature? (5e)

How should papers made out in duplicate, triplicate, etc., be marked? (5f)

In case an original paper is lost and it becomes necessary to make out another, how should the new one be marked? (5g)

When a signature is copied, what should be written before it? (5h)

What should be done in the case of interlineations? (5i)

What should always be done before submitting a typewritten paper? (5j)

When reports are called for at certain stated periods, should they be rendered even though there is nothing to report? (5k)

CHAPTER II

CORRESPONDENCE

6. War Department correspondence order. The following is the War Department order (G. O. 23/12) prescribing and explaining the system of Army correspondence:

The method of writing letters and indorsements prescribed herein will be used hereafter in all official correspondence in the service of the War Department and the Army and with bureaus of executive departments.

1. *Heading, subject, and number of letter.*—The letter will begin with the place and date, written as at present; below this, beginning at the left margin, will come the word "From," followed by the official designation of the writer, or, in the absence of any official designation, the name of the writer with his rank and regiment, corps, or department; below this, also beginning at the left margin, will come the word "To," followed by the official designation or name of the person addressed. Next will come the subject of the communication, indicated as briefly as possible and in not to exceed 10 words. The words "From," "To," and "Subject" will begin on the same vertical line. The sending office number of the communication will appear in the upper left-hand corner.

176. *Example.*

HQ. EASTERN DIVISION,[1]
Governors Island, N. Y., May 25, 1911.

From: The Adjutant General.[2]
To: Captain John A. Smith, 1st Inf.
(Through C. O., Madison Barracks, N. Y.)
Subject: Delay in submitting reports.

The Division Commander directs that you submit without further delay the reports of your recent inspection of the Organized Militia of the State of New York, and that you submit an explanation of your failure to comply with Par. 6, S. O. 25, c. s., these headquarters.

J. R. HENRY.

In case of letter paper, the upper third, and in case of foolscap, the upper fourth of the sheet, will be devoted solely to the matter described in this paragraph. (See Par. 7, this order.)

2. *Body.*—Then will come the body of the letter, which, when typewritten, will be written single-spaced, with a double space between paragraphs, which will be numbered consecutively.

[1] Now Department, territorial divisions having been abolished.
[2] Now Department Adjutant.

3. *Signature.*—The body of the letter will be followed by the signature. If the rank and the regiment, corps or department of the writer appear at the beginning of the letter, they will not appear after his name; but if they do not appear at the beginning of the letter, they will follow under his name as at present. For example:

200. COMPANY A, 24TH INFANTRY,
Madison Barracks, N. Y., Jan. 3, 1911.

From: Commanding Officer, Co. A, 24th Inf.
To: The Commanding Officer.
Subject: Pvt. Smith's case.

The case of Pvt. Smith has been investigated and charges have been preferred under the 62 A. W.

ROBERT JONES,
1st Lt., 24th Inf.

MADISON BARRACKS, N. Y.,
Jan. 10, 1911.

From: Capt. John A. Smith, 24th Inf.
To: The Adjutant General, U. S. A.
Subject: Leave of absence.

I have this day taken advantage of the leave granted me by Par. 1, S. O. 1, Hq. D. E., 1911. My address will be c/o Army and Navy Club, 107 West 43d St., New York.

JOHN A. SMITH.

4. *Omission of ceremonial forms.*—All ceremonial forms at the beginning and end of letters, such as "Sir," "I have the honor," "I would respectfully," "Very respectfully," etc., will be omitted.

5. *Use of only one side of sheet.*—Only one side of the paper will be used, the writing beginning about one inch from the top.

6. *Office marks.*—The stamps bearing the office numbers will be placed on the back of the lower fold of the first sheet. The received and received-back stamps will be placed immediately below the body of the letter, and in the case of indorsements, immediately after the proper indorsement. When a communication of two or more sheets is filed, the back of the lower fold of the sheet will be on the outside, thus exposing to view the office numbers.

7. *Brief.*—The matter described in paragraph 1 of this order will constitute the brief of the letter.

8. *Folding.*—Letter paper will be folded in three, and foolscap in four, equal folds, parallel with the writing; the top fold will be folded toward the back of the letter and the lower fold over the face of the letter. In th the brief and the office mark will be on the outside.

6 (contd.)

In three-fold letters of more than one sheet the two lower folds of the sheets other than the first will be placed between the first and second folds of the first sheet, thus exposing to view both the brief and the office mark. In four-fold letters, whether of one or more sheets, the brief will be exposed to view by covering the office mark fold, or the office mark be exposed to view by covering the brief, according as it is desired to keep either the one or the other exposed to view for the purpose in hand.

9. *Inclosures.*—All inclosures will be numbered and will be given the proper office marks. Inclosures to the original communication will be noted on the face of the letter to the left of the signature. If others are added when an indorsement is made, their number will be noted at the foot of the indorsement to which they pertain and also on the back of the lower fold of the first sheet of the original communication. To the latter notation will be added the number of the indorsement to which they belong, thus "One inclosure—fifth indorsement." Inclosures to indorsements are numbered in the same series as those to the original paper and the number of the indorsement to which they belong is added below. If few in number and not bulky, inclosures may be kept inside the original paper; otherwise they will be folded together in a wrapper marked "Inclosures." Officers through whose hands official papers pass will make the inclosures secure when they are not so.

(Construction.)—The provisions of paragraph 9, General Orders, No. 23, War Department, August 5, 1912, relating to the numbering and noting of inclosures, are construed to require that the entry of serial numbers on inclosures and of notations on papers to show the presence of inclosures to an original communication or to show inclosures added to or withdrawn from a case when indorsements are written, as illustrated by the Correspondence Model distributed by The Adjutant General of the Army, will be made in the office in which the inclosures concerned originate or are added or withdrawn. The total number of inclosures accompanying a paper will be noted at the foot of each indorsement thereon. (Bulletin 24/12.)

10. *General.*—(Revoked by Par. III, G. O. 53/13.)

INDORSEMENTS

11. *Form.*—The writing width of indorsements will be the same as that of letters. The first indorsement will begin about one-half inch below the rank after the signature of the writer of the letter, and succeeding indorsements will follow one another serially, with a space of about one-half inch between indorsements.

The serial number of the indorsement, the place, the date, and to whom written, will be written as shown in the example. (See par. 14, this order.)

When typewritten, indorsements will be written single-spaced with a double space between paragraphs. The paragraphs will be numbered consecutively.

12. *Additional sheets.*—Should one or more additional sheets be necessary for indorsements, sheets of the same size as the letter will be used.

13. *"Respectfully referred," etc., to be omitted.*—In referring, transmitting, forwarding, and returning papers, the expressions "Respectfully referred," "Respectfully transmitted," "Respectfully forwarded," and "Respectfully returned," will be omitted.

14. *Routine indorsements to be signed with initials.*—Indorsements of a routine nature, referring, transmitting, forwarding, and returning papers, will not be signed with the full name, but with the initials. For example:

1st Ind.

Hq. 24 Inf., Madison Bks., N. Y., Jan. 1, 1911—To C. O., Co. C., 24 Inf.
To note and return. M. A. R.

2nd Ind.

Co. C, 24 Inf., Madison Bks., N. Y., Jan. 2, 1911—To the Commanding Officer.
Returned. Contents noted. I. K. S.

Nothing in this order shall be construed as prohibiting the practice that obtains at present at division, department, and other headquarters of referring, transmitting, forwarding, and returning papers to the various staff officers thereat without signature or initials.

LETTERS AND INDORSEMENTS

15. *Numbering of pages.*—The pages, beginning with the first, will be numbered midway, about one-half inch from the bottom. In referring to an indorsement by number the number of the page will also be given. Thus: "5th Ind., page 3."

16. *Carbon copies.*—All letters and indorsements that are typewritten, excepting letters of transmittal, reports of taking leave of absence, periodical reports and other communications of a similar nature, will be made with two carbon copies; one copy will be retained for the records of the office in which the letter was written, and the other will be forwarded with the communication for the files of the first office in which a complete copy of the communication is required for the records, but such forwarded copy will not be regarded as an inclosure within the meaning of paragraph 9, of this order. The carbon copy retained for the office record will be initialed by the person responsible for the letter, and such person is charged with the duty of seeing that the name of the official who signs the letter and any signature are inserted in the car-

6 (contd.)

bon. (Note: The name of the writer should be typewritten in the case of the carbon copy sent forward.—Author.) When a complete copy of a communication is not required for the records of an intermediate office the carbon copy will be forwarded to the next office. In offices authorized to use the record system prescribed in General Orders, No. 92, War Department, 1909 (see G. O., 216, War Department, 1909), the carbon copies will be made on sheets of perforated paper, furnished by the Quartermaster's Department, with perforated sections the same width as the standard record file cards; the sheets will be torn along the perforations and the sections attached to the record file cards. In other offices, the carbon copies will be made on ordinary paper and the retained copy filed in the document file. The provisions of this paragraph apply only to communications addressed to individuals and offices within the military service.

17. *Press copies.*—Hereafter press copies will not be used except by written authority of the Secretary of War.

18. *Communications written prior to the receipt of this order* are not subject to its provisions when in the future they are received or transmitted by any office or individual.

19. *Printed and multigraph forms.*—Nothing in this order is intended to prohibit the use of printed or multigraph forms of letters and indorsements in offices now using such forms, provided the forms conform to the general principles of this order. The back of the first sheet of such forms, except the fold containing office marks, may be used for indorsements.

20. *Channels of communication.*—All classes of official communications heretofore addressed to the adjutants or to adjutants general other than The Adjutant General of the Army will in the future be addressed to the commanding officer concerned.

21. *Points not touched upon in this order* will be governed by the present regulations on the subject of correspondence.

22. *Example.*—The following example will be used as a guide in carrying out the instructions contained in this order:

20 FORT RILEY, KANSAS,
From: The Ordnance Officer. *October 27, 1910.*
To: The Commanding Officer, 7th Cav.
Subject: New system of issuing ordnance stores.

1. In compliance with instructions contained in a letter from the Adjutant General's Office, dated November 27, 1909, regarding the testing of a new system of issuing ordnance stores, the following report concerning the working of this system is submitted.

2. As far as I have been able to observe, the new system has no disadvantages. Its advantages are:

* * * * * * * * * * * * *

6 (contd.)

A——— B———,
1st Lt., 7th Cav.

1st Ind.

Hq. 7th Cav., Ft. Riley, Kans., Oct. 29, 1910—To the C. O., Ft. Riley, Kans.

I concur in the conclusions of the Ordnance Officer.

C——— D———,
Major, 7th Cav., Comdg.

2d Ind.

Hq. Ft. Riley, Kans., Nov. 1, 1910—To Comdg. Gen., Dept. of the Mo.

Approved.

E——— F———,
Brig. Gen. Comdg.

(Stamp) To Chief Ordnance Officer.

3d Ind.

Hq. Dept. of the Mo., Nov. 2, 1910—To The Adjt. Gen., U. S. A.

Approved.

G——— H———,
Brig. Gen. Comdg.

4th Ind.

A. G. O., Nov. 5, 1910—To the C. of O.

36949—204 5th Ind. Ghs—Bam

Office of the C. of O., Nov. 9, 1910—To Comdg. Officer, Rock Island Arsenal.

For remark with reference to paragraph 2 of the within letter. By order of the Chief of Ordnance. I——— J———,
Capt. Ord. Dept.

159—181

36949—204 6th Ind. Hf—L

Rock Island Arsenal, Ill., Nov. 14, 1910—To the Chief of Ordnance.

1. It is the practice of this Arsenal to make shipments of all articles required on * * * * * * * * * * *

2. The final shipment in this particular case was delayed by the failure of ——— ——— to supply acceptable * * * * * * *

K——— L———,
Lt. Col. Ord. Dept. Comdg.

(Stamp) Rec'd back, O. C. of O., Nov. 16, 1910.

36949—204 7th Ind. JMy

Office of the C. of O., Nov. 17, 1910—To The Adjt. Gen., U. S. A.

Returned in connection with O. O. file 36949—198 (A. G. O. 1527570).

M——— N———,
Lt. Col. Ord. Dept.,
Actg. C. of O.

(Stamp) R— — Nov. 18, 1910.

[illegible]

7

1527570 8th Ind.

War Department, A. G. O., Nov. 18, 1910—To Comdg. Gen., Dept. of the Lakes; Comdg. Gen., Dept. of Dakota; Comdg. Gen., Dept. of the Mo.; etc. * * * * * * * * * * * *

Returned in connection with papers referred to in the preceding indorsement hereon. The early return of all papers is desired. By order of the Secretary of War.

O—— P——,
Adjutant General.

9th Ind.

Hq. Dept. of the Lakes, Nov. 22, 1910—To Comdg. Gen., Dept. of Dakota.

Noted.

R—— S——,
Brig. Gen. Comdg.

(Stamped indorsement.) 10th Ind.

A. G. O. D. D.
Nov. 25, 1910.
To the Chief Ordnance Officer.

7. War Department "Correspondence Model." The following is the War Department "Correspondence Model," showing the forms of letters and indorsements, notations regarding inclosures, use of office marks, etc.:—

2039 Company B, 40th Infantry,
Fort William H. Seward, Alaska, July 19, 1912.

From: The Commanding Officer, Co. B, 40th Inf.

To: The Adjutant General of the Army.
(Through military channels.)

Subject: Philippine campaign badge, Corporal John Doe.

Inclosed are lists in duplicate of enlisted men of Company B, 40th Infantry, entitled to the Philippine campaign badge.

JOHN A. BROWN,
2 Incls. *Capt., 40th Inf.*

824 1st Ind.

Hq. Ft. William H. Seward, Alaska, July 19, 1912—To the Comdg. Gen., Dept. of the Columbia.

S. F. T.,
2 Incls. *Col., 40th Inf., Comdg.*

(Stamp) Rec'd Dept. Columbia, July 27, 1912.

2d Ind.

Hq. Dept. Columbia, Vancouver Bks., Wash., July 28, 1912—To the Comdg. Gen., Western Division.

A. F. R.,
2 Incls. *Brig. Gen., Comdg.*

(Stamp) Rec'd Western Div., July 30, 1[illegible]

8043 3d Ind.

Hq. Western Division, San Francisco, Cal., July 31, 1912—To The Adjt Gen. of the Army, Washington, D. C.

ARTHUR E. GREEN,
Col., Gen. Staff, in absence of the Division Commander.

2 Incls.

(Stamp) Rec'd A. G. O., Aug. 5, 1912.

1942286 4th Ind.

War Dept., A. G. O., Aug. 8, 1912—To the C. O., Co. I, 50th Inf., through the Comdg. Gen., Philippines Division.

1. Information is requested as to whether the records of the company show that Corporal Doe served in the field against hostile natives on the Island of Panay during July, 1907.

2. The early return of these papers is desired.

By order of the Secretary of War:

THOMAS H. SMITH,
Adjt. Gen.

2 Incls.

(Stamp) Rec'd Phil. Div., Sept. 14, 1912.

79935 5th Ind.

Hq. Philippines Division, Manila, P. I., Sept. 15, 1912—To the C. O., Co. I, 50th Inf., through the Comdg. Gen., Dept. of Mindanao.

2 Incls.

(Stamp) Rec'd Dept. Mind., Sept. 24, 1912.

3467 6th Ind.

Hq. Dept. of Mindanao, Zamboanga, P. I., Sept. 25, 1912—To the C. O., Co. I, 50th Inf., Camp Keithley, Mind., P. I., through the Post Commander.

2 Incls.

To the C. O., Co. I, 50th Inf.

(Stamp) Rec'd Co. I, 50th Inf., Sept. 26, 1912.

2150 7th Ind.

Co. I, 50th Inf., Camp Keithley, Mind., P. I., Oct. 4, 1912—To the Comdg. Gen., Dept: of Mindanao, through the C. O., Camp Keithley, P. I.

1. Inclosed are extracts from the post orders and morning report of this company, which contain all that there is of record regarding the service of Corporal Doe referred to herein. Inclosed also is affidavit of Corporal Jones as to Corporal Doe's service.

2. It is believed that the records of the headquarters, Department of Mindanao, may contain the information desired.

(3 Incls. added.) EDWARD FRENCH,
5 Incls. *Capt., 50th Inf., Comdg.*

3214 8th Ind.

Hq. Camp Keithley, Mind., P. I., Oct. 5, 1912—To the Comdg. Gen., Dept. of Mind.

5 Incls.

(Stamp) Rec'd back, Dept. Mind., Oct. 6, 1912. A. C. D.,
Maj., 50th Inf., Comdg.

3467 9th Ind.

Hq. Dept. of Mindanao, Zamboanga, P. I., Oct. 12, 1912—To the Comdg. Gen., Philippines Division.

There is nothing on file at these headquarters bearing on the service of Corporal Doe referred to herein.

5 Incls. WILLIAM JONES,
Brig. Gen., Comdg.

(Stamp) Rec'd back, Phil. Div., Oct. 23, 1912.

79935 10th Ind.

Hq. Philippines Division, Manila, P. I., Oct. 24, 1912—To the Comdg. Gen., Dept. of Mindanao, with directions to withdraw the affidavit of Corporal Jones, it being proposed to inclose an affidavit from Sergeant Blank, who is on duty at these headquarters and who is prepared to furnish a more complete affidavit than that furnished by Corporal Jones.

By command of Major General White:

ANDREW BROWN,
5 Incls. *Adjt. Gen.*

(Stamp) Rec'd back, Dept. Mind., Nov. 3, 1912.

3467 11th Ind.

Hq. Dept. of Mindanao, Zamboanga, P. I., Nov. 4, 1912—To the Comdg. Gen., Philippines Division, the foregoing directions having been complied with.

(Incl. 5 withdrawn.)
4 Incls.

WILLIAM JONES,
Brig. Gen., Comdg.

(Stamp) Rec'd back, Phil. Diy., Nov. 15, 1912.

79935 12th Ind.

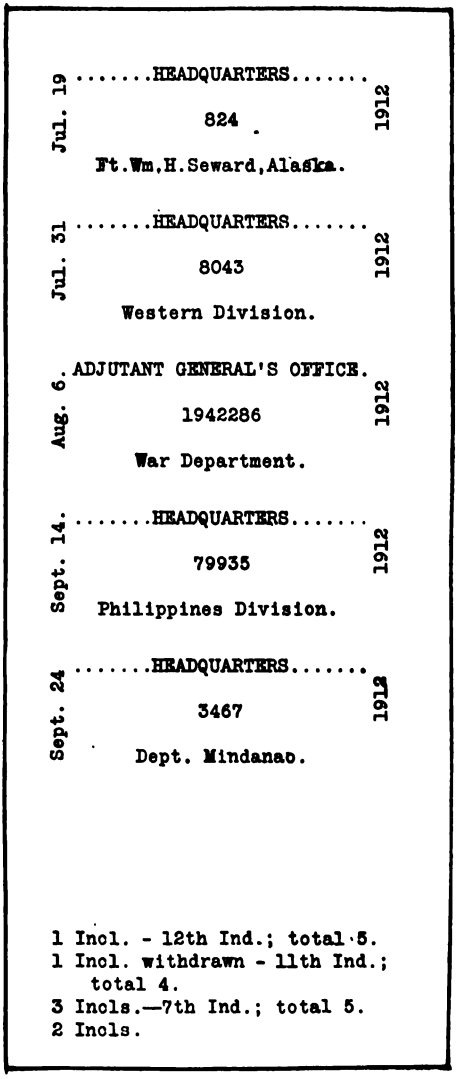
Hq. Philippines Division, Manila, P. I., Nov. 16, 1912—To The Adjutant General of the Army, inviting attention to the preceding indorsements and to the accompanying inclosures.

(1 Incl. added.)
5 Incls.

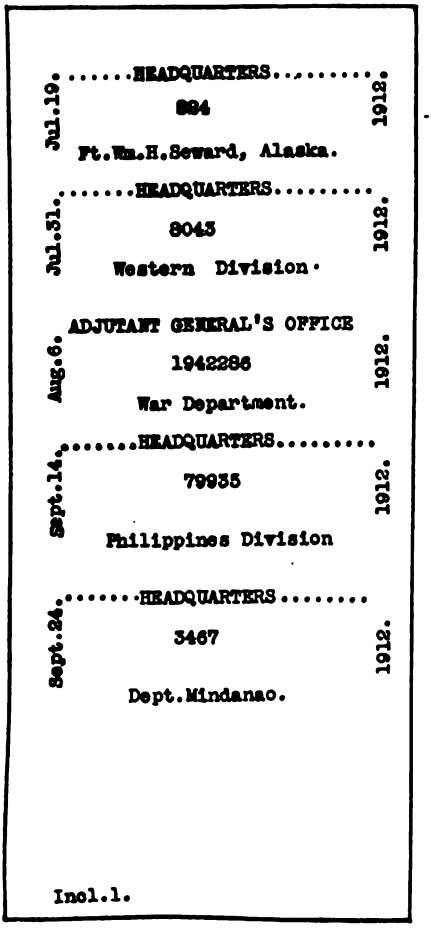
JAMES O. WHITE,
Maj. Gen., Comdg.

(Stamp) Rec'd back, A. G. O., Dec. 23, 1912.

8. The following shows the notations and office marks on the back of the *last* fold of the first page of the letter:—



9. Inclosures. The following shows the notations on the back of the first fold of four of the inclosures referred to in the above letter and indorsements:



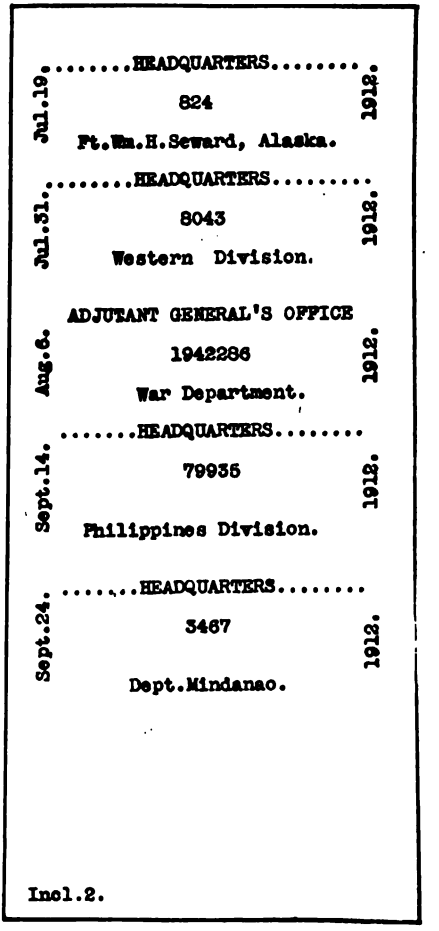


FIG. 2

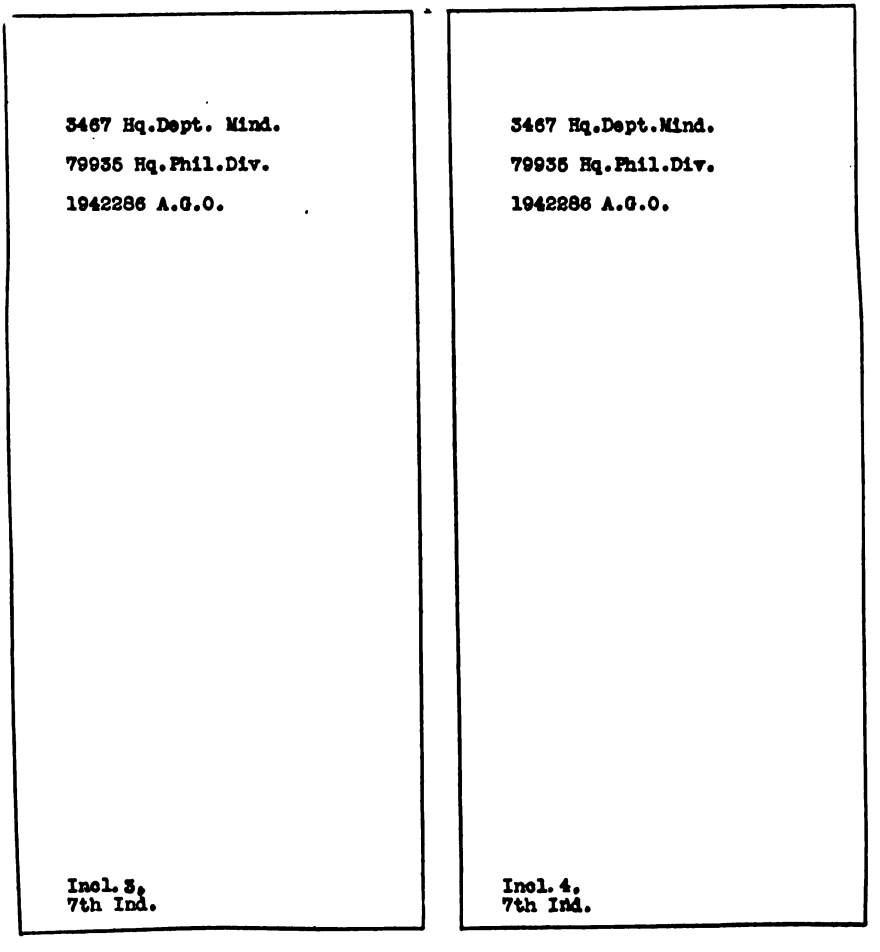

3467 Hq.Dept. Mind.
79935 Hq.Phil.Div.
1942286 A.G.O.
Incl. 3,
7th Ind.
3467 Hq.Dept.Mind.
79935 Hq.Phil.Div.
1942286 A.G.O.
Incl. 4,
7th Ind.

Fig. 3

10. Heading of letters and indorsements. It is customary to head letters and indorsements as follows, the heading in case of an indorsement being written on one line:

(a) *Brigade.* *(Letter)*

Headquarters 5th Brigade, 2nd Division,
Texas City, Texas.
July 1, 1915.

(Indorsement)

Hq. 5th Brig., 2nd Div., Texas City, Texas, July 1/15.

(b) *Regiment.* *(Letter)*

Headquarters 1st Infantry,
Madison Barracks, N. Y.,
July 1, 1915.

(Indorsement)

Hq. 1st Inf., Madison Bks., N. Y., July 1/15.

(c) *Battalion.*

(1) *When forming part of a regiment.*

(Letter)

1st Battalion, 1st Infantry,
Madison Barracks, N. Y.,
July 1, 1915.

(Indorsement)

1st Bn., 1st Inf., Madison Bks., N. Y., July 1/15.

(2) *When not forming part of a regiment.*

(Letter)

Headquarters 1st Battalion, Philippine Scouts,
Manila, P. I.,
July 1, 1915.

(Indorsement)

Hq. 1st Bn., Philippine Scouts, Manila, P. I., July 1/15.

(Note. See par. 170, for correct use of expression, "Battalion headquarters.")

(d) *Company.* *(Letter)*

Company "A," 1st Infantry,
Fort Missoula, Mont.,
July 1, 1915.

(Indorsement)

Co. "A," 1st Inf., Fort Missoula, Mont., July 1/15.

(e) *Detachment.* *(Letter)*

Detachment Co. "A," 1st Infantry,
(or, Detachment, 1st Infantry)
Madison Barracks, N. Y.,
July 1, 1915.

(Indorsement)

Det. Co. "A," 1st Inf., Madison Bks., N. Y., July 1/15.
(or, Det. 1st Inf., Madison Bks., N. Y., July 1/15.)

11. Keeping record of correspondence. G. O. 92, 1909, given below, as extended by Par. I, G. O. 216, 1909, and Par. VII, G. O. 3, 1912, requires that the system prescribed therein of keeping a record of correspondence, shall be used—

(a) In the various offices at the headquarters of military divisions and departments;

(b) At the headquarters of each artillery district;

(c) At the headquarters of each military district;

(d) At the headquarters of each permanent military post whose garrison exceeds two companies;

(e) In the office of the quartermaster of each permanent military post whose garrison exceeds two companies.

Except that in the Philippines Division the adoption of the system will be extended only to the headquarters of the artillery districts and to the headquarters and quartermasters' offices of such of the larger posts as may be designated for the purpose by the division commander.

However, the card record system prescribed by G. O. 92, 1909, is now being gradually superseded by a vertical filing system known as "The War Department Correspondence File," which is a subjective classification under decimal numbers.

A circular letter from The Adjutant General's Office, dated Aug. 10, 1915, supplemented in some Departments by orders of the Department Commander, contemplates that this system shall, as funds become available for the purchase of the necessary equipment, supersede the system prescribed by G. O. 92, 1909.

Application to install the new system must be made to the Secretary of War, through The Adjutant General of the Army, and the following data given:

(a) Number of organizations at post.

(b) Strength of garrison.

(c) Enumeration of staff offices requiring equipment.

(d) Is separate file desired for each staff office or will central file at post headquarters meet needs?

(c) Estimate of number of pieces of correspondence filed annually in each staff office at post headquarters.

12. (G. O. 92, May 5, 1909.)

The following instructions for keeping the record of correspondence in the various offices at the headquarters of military divisions and departments, and at the headquarters of military posts at which the system of record keeping hereinafter prescribed shall be authorized, are published for the information and guidance of all concerned:

1. There will be three files of the records of the correspondence of each office at division and department headquarters and of the correspondence at the headquarters of each military post at which the method of record keeping herein prescribed shall be authorized by the War Department. These files will be a "Record Card File," a "Card Index File," and a "Document File."

(a) The record card file will consist of cards showing, in ink, in each case an abstract of the communication, as well as all office action taken upon it, including the memoranda and reports of searchers, examiners, reviewers, and all others through whose hands the case may pass.

There will also be included a draft or literal copy of all important communications of the office relative to the case, but an unimportant or routine letter or endorsement may be recorded by synopsis only.

The record cards will be numbered from one forward continuously and will be filled in numerical order.

The record cards will be filed so that each standard file box (except the first in the file) will contain the cards bearing, or filed under, 400 consecutive numbers, the first card in the first box being the card bearing the number 1 (the last card in that box being numbered 399), the first card in the second box being the card numbered 400, and the first card in each succeeding box being the card bearing a number exactly 400 greater than that borne by the first card in the last preceding box. This arrangement will ordinarily leave sufficient space in each file box to provide for the increase in bulk of contents that will be caused by the addition of extension slips to record cards already filed and by the filing of record cards of later dates together with cards of earlier dates pertaining to the same subjects, as hereinafter prescribed. However, if it is found in the course of time that any particular file box becomes overfilled, space for the surplus cards can be provided by placing a new file box in the file, next to the overfilled box, without disturbing the labels or the contents of the other boxes in the file. On the front of each file box in this file there will be placed a label showing the numbers of the first and last record cards filed therein.

When the space on any one record card is insufficient to contain the entries pertaining to the case that the card represents, one or more extension slips of the same size as that of the record card will be attached to it.

(Note. For the interpretation of this section, see end of order.—Author.)

(b) The card index file will consist of general (or principal) index cards and of cross-reference (or subsidiary) index cards. There will be, for each recorded case in the office, one general index card which will bear as a heading the subject of the communication, whether general or personal, followed by the writer's name or designation, and a synopsis of the communication. There will also be, for each communication, one or more cross-reference index cards, if considered necessary, bearing as a heading the name of the writer of the communication or any other names or subjects mentioned therein that it may be necessary to index.

Where many communications are received daily from the same official of the Government, the name or designation of the writer need not be indexed if it is found that an index of the subjects of the communication serves all practical purposes.

No distinction in treatment is to be made between subjects of a personal or local nature, such as names of persons or places, and subjects of a general nature. All are subjects, and all the index cards bearing them, both general and cross-reference, are to be filed in complete alphabetical order in one series, without any attempt to file index cards bearing names of persons or places separately from index cards bearing subjects of a general nature.

Whenever either the general or cross-reference index cards pertaining to any particular subject, either personal, local, or general, increase in number unduly, they will be copied from time to time on consolidated index cards, eight by three and one-quarter inches in size, which will be placed properly in the index files, the old cards being destroyed or put away for any future reference that may be considered necessary. After any consolidated index card is filled on both face and back, additional record space will be obtained by attaching to the card from time to time extension slips such as those used with record cards.

The index cards, both general and cross-reference, will bear numbers corresponding to those of the record cards, but will be filed in complete alphabetical order.

To prevent overfilling of the boxes in the card index file, and the consequent necessity of frequently adding new boxes and redistributing the contents of old boxes, it will be necessary at the beginning of a file of this kind to arrange for the distribution of the index cards composing it, in co[illegible] such a number of boxes that no

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one of them will be likely to become overfilled in the near future so as to necessitate a rearrangement of the file. The number of boxes that will be required for this file in any particular office, and the space that should be allotted in the file to each alphabetical division and subdivision, can be determined with reasonable accuracy by ascertaining from prior records of the office the number of communications that the office may expect to be called upon to index annually, and the relative amount of space that has been actually used in former indexes for each alphabetical division and subdivision thereof.

To facilitate search of the card index file, division cards of tough manila tag-board, one-half an inch longer than the index cards, so as to project above them in the file, will be used. Upon these cards, within less than one-half of an inch of the top, will be written or stamped such letters, abbreviations, or words as may be necessary to mark the various divisions and subdivisions of the file, and the division cards so marked will be placed and kept in their proper places in the file. As the index cards increase in number, additional subdivisions of them, and consequently additional division cards, must be made from time to time in order to facilitate search of the file.

On the front of each file box in the card index file there will be placed a label showing the letters, abbreviations, or words designating the first and the last subdivisions of the file that are contained in that box.

(c) The document file, the papers in which will be numbered consecutively and with numbers corresponding to those of the record cards and index cards pertaining to those papers, will consist of the original documents or communications in each case, together with press or carbon copies of any letters of the office relating thereto. All papers will be filed in exact numerical order, except as otherwise prescribed herein.

The papers pertaining to cases in the document file will be filed in jackets if practicable. These jackets will be made of heavy manila paper with a square flap.

If any original communication shall not be retained in the office, the corresponding record card must show that fact, thus explaining the absence of the paper from the document file.

(d) The record cards, extension slips, and index cards used in the files hereinbefore described will be of the uniform size of eight inches long by three and one-quarter inches wide, and will be written across the width. The division cards will be of the uniform size of eight and one-half inches long by three and one-quarter inches wide. The document file jackets will be of the uniform size of eight and seven-eighths inches long by three and seven-eighths inches wide.

2. The method of recording the action taken upon each item of business, in respect to which a record is necessary, will be substantially as

follows, the order of procedure, however, to be varied to suit the volume of work, the number of clerks engaged, and unusual conditions that may arise:

(a) The mail (including telegrams) when received in the office will be opened at once and will be examined by the receiving clerk, who will select from the mail such communications as are to be recorded in the office and will send them to the index clerk. All communications will be stamped with the date of receipt in the office, and those that pertain to other offices will be sent to such offices, the initials of the other office to which any paper is to be sent being placed on the first fold thereof, and no record of the communication being made in the receiving office.

(b) As soon as mail reaches the index file, a clerk will search the file for record of previous correspondence, provided the communication is of such nature as to suggest the utility of a search. If the index discloses the fact that previous pertinent papers have been received, the numbers of the index cards referring to those papers will be placed in pencil on the first fold of the current paper for the guidance of the clerk who is to withdraw from the record file the pertinent record cards whose numbers were found on the general index file.

(c) If a search for record of previous correspondence is not made, or if a search is made and no pertinent record is found, the papers in the current case will be sent to a briefing clerk, who will brief the communication on the first fold, if it is not already briefed, and will make the record card, entering thereon briefly the subject-matter of the communication, the name or designation of the writer, the date of the communication, and the dates and substance of any important indorsement thereon. He will also prepare a general index card under the proper subject heading, and will enter on the card the name or designation of the writer of the communication and a brief statement of the purport thereof. He will also make any cross-reference index cards that may be necessary to index the communication adequately.

These index cards, both general and cross-reference, must be carefully and uniformly made and must include every name and subject under which the communication is likely to be called for subsequently. Every index card made, whether general or cross-reference, will be indicated on the record card by a red ink check mark over the corresponding index word.

(d) Whenever a communication that has been recorded contains one or more inclosures, each inclosure will be marked, in red ink, near the bottom of the first fold, with a designating number and a notation showing the office that receives and records the paper. For example, "Incl. 1 A. G. O. (Dept. Mo.)." The total number of inclosures and the designation of the office receiving and [illegible] them will be noted on the com-

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munication containing the inclosures and on the record card, after the brief, thus, "6 Incls. A. G. O. (Dept. Mo.)."

(e) As soon as a new case is briefed it will be passed to the numbering clerk, by whom the communication, all its inclosures, the record card, the general index card, and all cross-reference index cards will be stamped with the same number and date of receipt, together with the designation of the receiving and recording office, the papers being stamped on the first fold of each near the top and the cards in the space provided for the purpose on the face of each near the top. The numbering clerk will then withdraw all the index cards, both general and cross-reference, and each of them will be filed immediately, in complete alphabetical order, in the index file. In order that the index file may show at all times what communications have been received by the office, it is of the first importance that there shall be no delay whatever in making and filing index cards.

(f) If no previous papers are found in any case, the paper or papers in the case, together with the record card that must invariably accompany it until it is disposed of, will be sent to a correspondence clerk for action; but any case in which the search of the card index file reveals a record of previous correspondence will be sent to a clerk to connect the old record with the new.

(g) Connecting new cases with cases already of record in the office will be done in the following manner: The clerk charged with that duty will take from the record card file the record cards whose numbers have been placed on the communication by the index searcher. From these he will ascertain whether the cases are so intimately related that they should be filed together or whether their relationship is so slight that they should be merely cited to each other as precedents or for other reference purposes.

If the cases are merely to be cited to each other, the connecting clerk will write, in red ink, on the face of the new and of the old record card, as well as on the first fold of the new and the old document, the word "See" followed by the designation of the other case, thus: On card 5037 A. G. O. Dept. Mo., and on the first fold of the corresponding document write "See 2347 A. G. O. Dept. Mo.," and on card 2347 A. G. O. Dept. Mo., and on the first fold of the corresponding document, write "See 5037 A. G. O. Dept. Mo."

Where there are more than two record cards or documents that are to be cited to each other, the connecting clerk will write on the oldest or lowest numbered record card and on the corresponding document a reference to each of the other record cards and documents in the manner described above, and on each of the other record cards and documents to which such reference is made he will write in the same manner a reference to the oldest, *i. e.*, the lowest numbered record card and docu-

ment. The record cards and documents in cases that are merely cited to one another, as herein prescribed, will not be filed together; each will be filed under its own number.

If the cases are so intimately related that they should be filed together, the connecting clerk will connect the new document with the old by placing on the first fold of the new document, near the top, in red ink, the words "Filed with" followed by the designation of the old document, thus: "Filed with 2347 A. G. O. Dept. Mo.," and by placing on the first fold of the old document, in the same manner, the designation of the new document followed by the word "herein," thus: "5037 A. G. O. Dept. Mo. herein."

If but one old record card is found in cases that are to be filed together the new record card will be connected with the old by writing upon each the number of the other at the top and to the left of the stamp number, thus: If the old card is numbered 3347 and the new 6037, on card 3347 write "6037" and on card 6037 write "3347."

If more than one old record card is found in cases that are to be filed together, the oldest and all later cards will be connected by writing on the oldest card the numbers of *all* later cards, and by writing on each of the later cards the number of the oldest card. For example, if the new card is numbered 8076 and old cards numbered 3347, 3840, and 6037, are found, write on the oldest card, at the top and to the left of the stamp number 3347, the numbers "3840," "6037," and "8076," one below another in numerical order beginning with the lowest, and on each of the cards numbered 3840, 6037, and 8076 write "3347" at the top and to the left of the stamp number.

When there have accumulated three or more record cards pertaining to cases or subjects that are so intimately related that the record cards and documents have been connected for filing together as hereinbefore prescribed, the record cards will be brought together in a jacket which will be filed under the lowest number borne by any of the connected cards. This jacket will be made of bond linen paper, will be eight and one-quarter by three and five-eighths inches in size, open at one end, with a shallow scallop cut in the open end. Near the top of the front of the jacket will be entered the number under which the record cards have been filed together, followed by the subject to which they pertain and all the numbers of the record cards filed in the jacket, the lowest number first.

Whenever papers are connected for filing together in the document file, as hereinbefore prescribed, they will be placed if possible in the same document file jackets, which will bear at the top the number of the lowest numbered document contained in it, followed by the title or subject to which the documents relate, and below that, in numerical order, the lowest nur[illegible] all the documents filed in the jacket.

12 (contd.)

When connected documents accumulate beyond the capacity of a single jacket, additional jackets will be used, each bearing at the top the number and title or subject borne at the top of the first jacket; beneath these entries each additional jacket will bear the numbers of all the documents filed therein and of no others. Jackets thus connected will be filed, one after another, under the number of the first jacket.

(h) File slips, to be put in the numerical places of any new record cards and new documents that are to be filed with older record cards and documents, will invariably be made in such cases and will be placed on the respective files under the new numbers, where they will remain permanently to show where the record cards and documents bearing those numbers are to be found. The record card file slip will be eight by three and one-quarter inches and the document file slip eight and one-half by three and one-half inches in size.

(i) The case, including its record card and other pertinent record cards, will next be sent to a correspondence clerk for action.

(j) Should the index searcher, upon examination, find that the new communication is a continuation of a subject already of record in the office, or in an answer to a communication previously sent out from the office, he will, after noting on the communication file numbers of the index cards, withdraw from the record card file the record cards corresponding to those numbers and decide whether the new communication should be recorded on one of those record cards as an "additional" case or be made a new case. If he decides that the communication is to be made a new case, it will be sent at once to the briefing clerk; but if it is to be made an "additional," there will be stamped on the old record card on which the communication is to be recorded, immediately following the last entry on that card, the word "Additional," followed by the designating letter of the "additional" and the date of the receipt of the new communication. The designating letter of any "additional" will be A for the first "additional," B for the second and so on until the letters of the alphabet have been exhausted, after which "additionals," will be marked A^1, B^1, etc., and A^2, B^2, etc. A complete entry on a record card in accordance with the foregoing instructions would be as follows: "Additional A April 20, 1909."

The word "Additional" followed by the designating letter of the "additional" and the date of its receipt will also be entered on the first fold of the new communication near the top. In addition to this there will be entered, immediately under the word "Additional," the number of the old record card on which the new communication is to be recorded and the initials of the office in which the record is made. A complete

entry on a communication in accordance with the foregoing instructions would be as follows:

"Additional A April 20, 1909.
5037 A. G. O. Dept. Mo."

(k) The papers will thereupon be sent at once to the briefing clerk, together with the record card on which the "additional" is to be recorded and any other record cards pertinent to the case.

(l) In briefing an "additional," the communication itself will be briefed like other communications; next, the briefer will enter on the record card on which the "additional" is to be recorded the date and place of the communication, the name of the writer, and a synopsis of the communication, and will prepare any new cross-reference index cards that may be necessary, care being taken to write on each index card made, in the space in which the stamp number is placed in a new case, the word "Additional" (or its abbreviation "Add'l"), followed by the designating letter and the date of receipt of the "additional" and the number of the original case to which the "additional" has been added, thus:

"Add'l A Apr. 30/09.
5037"

(m) Whenever a communication that has been recorded as an "additional" contains one or more inclosures, each inclosure will be marked in red ink, near the top of the first fold, with the number of the inclosure, as Incl. 1, Incl. 2, etc., and with the designating letter and the number of the "additional," together with the designation of the receiving office, for example:

"Incl. 1 Add'l A
5037 A. G. O. Dept. Mo."

The total number of inclosures and the designation of the office receiving the papers will be noted just below the brief on the first fold of the communication containing the inclosures, also on the record card just below the last line of the additional brief, thus: "6 Incls. A. G. O. (Dept. Mo.)."

(n) The "additional" with the record card on which it is recorded, and any other record cards or papers that may be pertinent to the case, will next be sent to a correspondence clerk for action.

(o) If a communication that has been referred out of the office by indorsement or otherwise is received back, it will be stamped by the receiving clerk, after the last indorsement thereon, with the words "Received Back," and with the initials of the office and the date. If any new inclosures are received with the original communication, that fact will

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be noted thereon in red ink, following the "Received Back" stamp, the new inclosures will be marked with the office number of the original communication and each of them will be numbered as inclosure 1, 2, or 3, etc., to 1st, 2d, 3d, indorsement, etc., as the case may be. A similar "Received Back" stamp and notation will be placed on the record card of the case, the card being withdrawn from the record card file for the purpose, and any new matter accompanying the paper received back will be entered on the record card and will be adequately indexed, if necessary. Thereupon the paper and its record card will be sent to a correspondence clerk for action, any new index cards that may have been made being placed immediately in their proper places in the index file.

(p) It is to be observed that "received back" cases and "additional" cases are alike in that both of them are continuations of correspondence previously recorded in the office receiving; that no new record cards are made for either of them; that only new matter contained in either of them is to be recorded on record cards already on file, and that new index cards (cross-reference only) are made if need be to index properly any new matter contained in either of them. The only difference between them is that in a "received back" case papers (except letters or telegrams sent) that have previously been recorded in the office are returned to it, whereas in an "additional" case no previously recorded papers (except letters or telegrams sent) are returned, but the communication received is either an answer to a communication sent out by the recording office or relates directly to correspondence previously recorded therein.

(q) Any communication that is not a direct continuation of previously recorded correspondence, even though the persons, named in both sets of papers are the same but the subjects involved are different, must not be treated either as a "received back" or as an "additional" case. All such communications must be treated and recorded as new cases, being filed with or cited to older cases if they are so related to the older cases as to require such action.

(r) Great care must be taken not to increase unduly the bulk of any one record card by adding thereto an excessive number of extension slips. Such undue increase is chiefly due to the recording of too many new cases as "additionals" to older cases. Therefore, no communication will be recorded as an "additional" unless (1) it is a direct answer to a communication sent out from the recording office, or unless (2) it relates to the *same subject* as that upon which previously recorded correspondence has been had with the *same writer*. All other communications, except "received back" cases, will be recorded and otherwise treated as new cases.

Even direct answers to communications sent out from the recording office and inquiries and other correspondence resulting from such com-

munications must not be recorded as "additionals" when such answers, inquiries, or other items of correspondence are likely to be very numerous, as they probably will be when circulars or other communications calling for responses, or opening the door to other correspondence from a considerable number of different sources are sent out. In such cases each answer, inquiry or other item of correspondence received will be recorded and otherwise treated as a new case, but it will be connected and filed, in the manner hereinbefore prescribed, with the original communication to which it pertains. Subsequent correspondence that relates especially to any one of these new cases will be recorded on the record card of that particular case.

(s) Not more than about thirty extension slips (sixty pages of record) will be added to any one record card. Whenever this limit is reached in any case additional correspondence with regard to it, even though that correspondence would ordinarily be treated as "additional," must be recorded and otherwise treated as part of a new case, but that case must be connected and filed with the original in the manner hereinbefore prescribed. An exception to this rule will be made in "received back" cases, which will be recorded on old record cards bearing the same numbers as those of the papers received back.

(t) A temporary charge card will be substituted for record cards removed from the files. This charge card will be made of heavy manila paper, eight and three-quarters by three and one-quarter inches in size and will bear the following entries: The number of the record card for which it is temporarily substituted; the date of withdrawal of the record card; the consolidated or filing number, if the record card is one of the number filed together; the name of the office; a brief extract of the subject of the record card, and the number of the case in connection with which, or the purpose for which, the record card is withdrawn. Both sides and both ends of this temporary charge card should be used for making these entries, each one being lined out upon the return of the record card to the file, and when both sides and both ends have been used the card should be destroyed.

A temporary charge card will also be substituted for every paper withdrawn from the document file. This charge card will be of heavy white cardboard, nine and one-half by three and three-quarter inches in size, and on it will be entered the date of the call for the paper, the name or the initials of the person making the call, the name or a brief description of the paper withdrawn, and the number of the case in connection with which the withdrawal is made.

(u) The draft of any outgoing letter, telegram, or indorsement will be prepared on an appropriate slip provided for the purpose, and, if necessary for approval or amendment to the officer

12 (contd.)

who is finally to decide the case. These slips are all eight by three and one-quarter inches in size. After approval, the draft will be sent to a copyist to make a fair copy thereof for signature (and a carbon copy where such copies are used). Having been compared with the draft, the fair copy of any letter, telegram, or indorsement will be sent to the proper official for signature.

(Note. For interpretation of this section, see end of order.—Author.)

(v) Before the approved draft is sent to the copyist, the papers that are to be retained on the files of the office will ordinarily be sent to the document file, and the draft will be attached to the corresponding record card. A notation showing the action taken, such as "Letter to——" or "Telegram to——," followed by the designation of the addressee and the date of the action, will be made, in red ink, on the first fold of the document before it is sent to the document file. In special cases, or whenever directed by competent authority, the papers that are to be retained in the office may be kept with the case until the draft of the outgoing letter, telegram or indorsement is approved or even until the fair copy thereof is signed.

(w) After the letter or telegram is signed it will be press-copied if no carbon copy has been made, and the press-copy, or carbon copy if made, will be sent to the document file to be placed with the original papers.

(x) The outgoing letter, or the paper to be sent out by indorsement, will be passed, together with its record card, to a mailing clerk who will withdraw the record card, place the letter or other paper in an envelope, address and mail the same, and stamp the record card with the date of the disposition of the case.

(y) The record card will then be passed to a clerk for examination as to whether any additional indexing is necessary, and if such indexing is found necessary, additional cross-reference index cards will be made and will be placed at once on the card index file, after which the record card will be placed on the record card file.

3. One or any number of the steps to be taken in the course of action upon a paper as hereinbefore described may be taken by the same clerk.

4. If for any reason a communication has been written and sent out without a draft or a synopsis thereof having been entered previously upon the record card, the press or carbon copy will be sent, immediately after the communication is sent out, to a copyist by whom it will be copied or a synopsis of it entered on the corresponding record card.

5. Each entry made upon a record card will be authenticated by the initials of the person making the entry.

6. The three files, record cards, index cards, and documents will be kept, if possible, in the same room or in adjoining rooms.

7. The series of numbers begun under this system of record keeping will be continuous and without break for any new year.

8. Where letters or telegrams originate in the office and are not based upon any recorded paper, a press or carbon copy of each of them will be recorded in the same manner as that already prescribed with regard to communications received from sources outside the office. All communications of this class, however, will be copied in full on the record cards unless the communications are of such a character as to have no permanent value.

9. When papers in any case are sent out of the office with the expectation that they will be returned, a card giving the office number of the papers, their subject-matter, and the date on which their return may be expected, will be placed, under the date on which the papers should be returned, in a subdivision of the record card file, the subdivision to be known as the "Suspended File." A like course may be pursued, when deemed necessary or advisable, with regard to important inquiries, requests and other communications that are sent out without paper to be returned but to which answers are expected. This file, for which one file box ordinarily should be ample, will be examined daily, and cases not returned or otherwise accounted for within a reasonable time considering distance and other circumstances, will be traced and the reason for the delay ascertained. The cards for this suspended file will be of heavy manila paper, eight by three and one-quarter inches in size.

10. No record will be kept in any office respecting matter of which a record or file is kept in any other office at the same headquarters, and that properly pertains to that office, but information will be applied for and obtained by other offices as occasion requires from the office having the established record or file.

11. No record will be made, beyond a mere notation of the fact of receipt and disposition, of matters of the following classes: Accounts current, vouchers, returns of stores and property, inventory and inspection reports, requests for an acknowledgment of receipt of blanks, letters from persons evidently insane, and all other communications that are of no permanent or historical value and that are finally disposed of by the answers thereto or without answer.

12. In cases in which there is special need for haste, a red card should be placed with each communication immediately upon its receipt, and this card should not be withdrawn until the case is finally disposed of.

12 (contd.)

13. Special attention will be given to the matter of press-copies, and any press-copy that is in any degree imperfect will not be filed, but will be replaced with a perfect one.

14. Where carbon copies are used, special care will be taken to see that any alterations made in the original before it is sent out are also made in the carbon copy, and that the proper signature is added to the copy.

15. Before documents in any case are filed, they will be examined to see if all necessary action with regard to them has been completed, and whether all papers or inclosures pertaining to the case, including press or carbon copies, are placed with it or are properly accounted for.

16. In order to make sure that each case received and recorded in the office is acted on promptly, and that no case is inadvertently lost sight of, it is desirable to keep a memorandum list or tally sheet showing the office number and subject-matter of each case received in the office. This list or sheet should be kept on the desk of some clerk in the record room, who should check off each case as it is disposed of and and who should look up any case not disposed of within a reasonable time.

17. All cards or documents filed in the record card file, the general index file, or the document file, will be filed vertically, documents being folded so as to fit the standard document file box hereinafter described. If any document is so bulky that it can not be filed in its proper place in one of the standard document file boxes it will be filed in some suitable receptacle elsewhere, its proper place in the document file being filled with a charge card showing where the missing document is to be found.

There will be but two sizes of file boxes used, the smaller size for the record card file and card index file, and the larger size for the document file. The inside dimensions of the smaller file box will be as follows: Height eight and three-quarter inches, width three and five-eighths inches, length eleven inches. The inside dimensions of the larger file box will be as follows: Height nine and three-quarter inches, width four and one-quarter inches, length eleven and one-half inches.

No other sizes of file boxes and no file boxes of special design or for any form of filing other than that hereinbefore prescribed, or for any form of filing that requires special cabinet or other arrangements, will be furnished or procured for use at any station at which the method of record keeping hereinbefore prescribed shall have been adopted.

The file cases will be ordinary shelving, so made that the boxes will fit snugly into it, or some form of inexpensive file case, such as can be made by the local carpenter at almost any military post. No filing cabinets and no file cases of special design will be furnished or procured for these files.

The standard blank forms and file boxes prescribed in the preceding instructions and standard numbering machines will be furnished by the Quartermaster's Department. Standard samples of these forms, boxes, and machines will be deposited in the office of the Quartermaster General of the Army, and no modification of or departure from the standards thus established will be permitted at any station at which the adoption of the method of record keeping herein prescribed shall have been authorized or required.

(Extension.) The system of record keeping prescribed in General Orders, No. 92, War Department, May 5, 1909, will, on January 1, 1910, or as soon thereafter as the necessary materials can be obtained, be extended to and adopted at the headquarters of each artillery district, of each military district, and of each permanent military post whose garrison exceeds two companies, except that in the Philippines Division the adoption of the system will be extended only to the headquarters of the artillery districts and the headquarters of such of the larger posts as may be designated for the purpose by the division commander.

The system of record keeping prescribed in General Orders, No. 92, War Department, May 5, 1909, having once been adopted at any headquarters, will be maintained thereat continuously afterward regardless of any change that may take place in the strength or composition of the command subordinate to such headquarters.

Requisitions for the necessary materials will be made immediately upon receipt of this order, except that at posts in the Philippines Division the requisitions will be made immediately upon receipt of notice at such posts that they have been designated by the division commander as posts at which the system of record keeping herein referred to shall be adopted. (Par. I, G. O. 216/09.)

(Extension.) The system of record keeping prescribed in General Orders, No. 92, War Department, May 5, 1909, as extended by Paragraph I, General Orders, No. 216, War Department, October 28, 1909, is further extended to include the office of the quartermaster at each permanent military post whose garrison exceeds two companies, except that in the Philippines Division the system will be extended only to the offices of the quartermasters of such of the larger posts as may be designated for the purpose by the division commander. (Par. VII, G. O. 3/12.)

INTERPRETATIONS

a. Paragraph 1 (a) of General Orders, No. 92, War Department, May 5, 1909, provides for the recording, in ink, on the record card, of communications *by abstract,* and for the recording, in ink, in full, *by draft or literal copy,* of all important communications of the recording office,

and for the recording, in ink, *by synopsis only*, of unimportant or routine letters or indorsements. Paragraph 1 (c) of the order requires that where carbon copies of communications are made they shall be filed in the document file. The pasting of a carbon copy on a record card is not authorized by the order and is objectionable.

b. Entry by typewriter on a record card is regarded as an entry *in ink*, when such entry is made from the inked ribbon commonly used.

c. Paragraph 2 (u) of the order does not require that the draft of an outgoing letter, telegram, or indorsement be submitted for approval or amendment in all cases, but only *"if necessary."* When no doubt exists as to the propriety or correctness of a proposed letter, telegram, or indorsement, the draft need not be submitted for approval, but should be sent to a copyist to make a fair copy thereof for signature, subsequent action being taken as directed in the order.

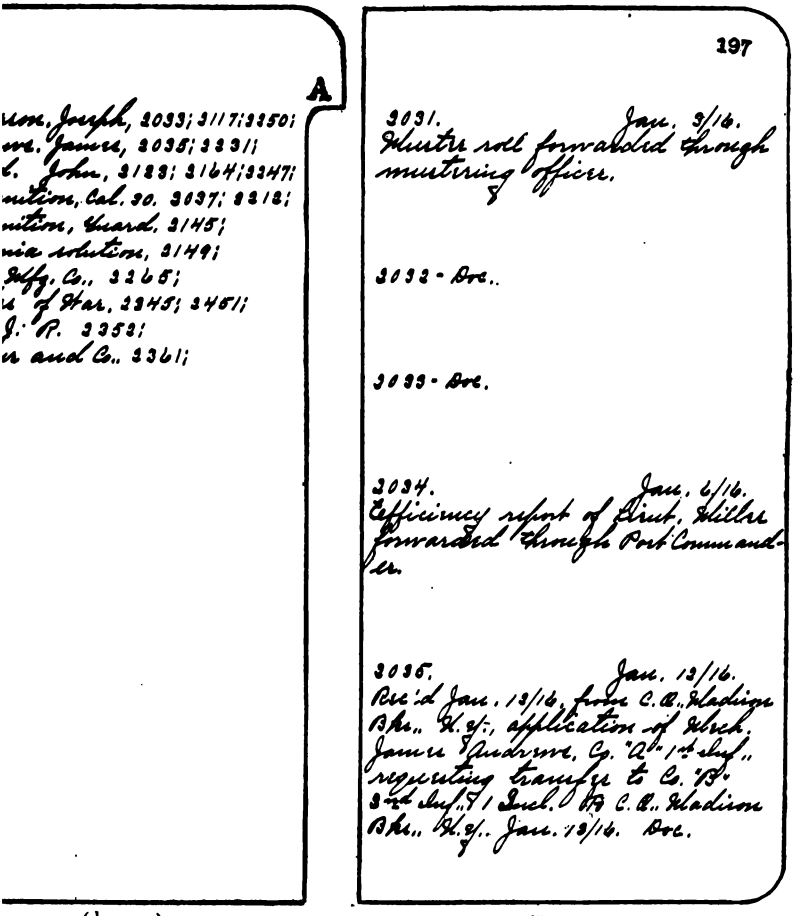
d. The order requires the use of serial numbers in the manner and for the purpose prescribed therein, in connection with all papers that are recorded in any office or any post headquarters where the system of record keeping prescribed in the order is used. It does not, however, prohibit the use of numbers as prescribed in Circular No. 7, Quartermaster General's Office, 1909, provided those numbers are not used in place of, or in connection with, the numbers prescribed in the order, and provided, further, that they are not used for file purposes and are not so placed on any records or papers as to be confounded with the serial file numbers that are the basis of the system of record keeping prescribed in the order. (Sec. 8, Cir. 92/09.)

13. The correspondence book and document file. Organizations posts, and other administrative units not authorized to keep the card-record system prescribed by G. O. 92, 1909, are required to keep the Correspondence Book and Document File for making a record of correspondence. (See par. 11.)

The correspondence book is a book 4 inches wide, 8 1/2 inches long and about ¾ inches thick. The first few pages of the book are devoted to an index.

The "Document File" consists of the sheets of paper on which the original communications are written when these are retained, and of carbon, letter press, or other copies of letters, indorsements, or telegrams sent in regard to the same, all of which are filed according to serial numbers.

On the following page are given sample pages of the correspondence book and of the index.



A

...son, Joseph, 2033; 3117; 3250;
...ve, James, 2035; 3231;
...l. John, 3123; 3164; 3247;
...nition, Cal. 30. 3037; 3212;
...nition, Guard. 3145;
...nia solution, 3149;
...Mfg. Co., 3265;
...s of War, 3345; 3451;
...J. R. 3352;
...n and Co., 3361;

(INDEX)

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3031. Jan. 3/16.
Muster roll forwarded through mustering officer.

3032 - Doc.

3033 - Doc.

3034. Jan. 6/16.
Efficiency report of Lieut. Miller forwarded through Post Commander.

3035. Jan. 13/16.
Rec'd Jan. 13/16, from C.O., Madison Bks., N.Y., application of Mech. James Andrews, Co. "A" 1st Inf., requesting transfer to Co. "B" 3rd Inf., & 1 Incl. To C.O., Madison Bks., N.Y., Jan. 13/16. Doc.

(ENTRIES)

FIG. 5

14. Entries in the correspondence book. The nature and extent of the entries in the correspondence book about any letter, indorsement, or other item of correspondence, will depend primarily on whether or not the office has for file in the "Document File" a carbon or other copy of the letter, indorsement or other item of correspondence.

If a letter, indorsement, or other item of correspondence is completely represented in the Document File by a carbon or other copy, nothing but the file number followed by the word "Doc" (e. g., 2033 Doc.), need be entered in the correspondence book, the names or subjects covered by the letter, indorsement, or other item being entered in the index. (Par. I, Bulletin 4, 1914.) For example, let us take the following letter, and indorsement, carbon copies of which we will assume are filed in the Document File of Co. "B," 2d Inf.:

Fort Niagara, N. Y.,
Jan. 5, 1916.

From: Pvt. Joseph Anderson, Co. "B," 2d Inf.
To: Comdg. Genl., Eastern Dept.
Subject: Discharge by purchase.

Having been offered a position in civil life whereby I can better my condition, I would request that I be discharged by purchase.

Joseph Anderson.

2033. 1st Ind.

Co. "B," 2d Inf., Madison Bks., N. Y., Jan. 6/16. To post commander, approved.

1. The soldier is not undergoing punishment nor is he under charges.
2. He has not become entitled within a year to the bonus of three months' pay for reënlistment.
3. Serving in 1st enlistment period. Enlisted Oct. 5/14.
4. Last paid to include Dec. 31/15; Due soldier for clothing, $40; for deposits, $80.
5. After personal investigation I found the reasons for his application to be correct.
6. The applicant has sufficient credit to cover cost of purchase.

C. C. Burton,
Capt. 2nd Inf., Comdg.

As shown on the sample pages given on page 65 the only entry in the correspondence book of Co. "B," 2d Inf., would be, "2033 Doc," which would mean that copies or originals of all papers in the case are in the Document File. Under "A" in the index, the item would be indexed, "Anderson, Joseph; 2033."

However, if a letter, indorsement, or other item of correspondence is not represented in the Document File by a carbon or other copy, then a

brief of same, with notation of action taken thereon, will be entered in the correspondence book. Let us take the following letter and indorsements, carbon copies of which we will assume are *not* filed in the Document File of Co. "B," 2d Inf.:

Fort Niagara, N. Y.
Jan. 7, 1916.

From: Mechanic James Andrews, Co. "A," 1st Inf.
To: Comdg. Genl., Eastern Dept.
Subject: Transfer.

1. I would request to be transferred to Co. "B," 2d Inf.

2. My reasons for requesting this transfer are that I served an enlistment in that company, which is now stationed near my home, Sackets Harbor, N. Y.

3. I am serving in my second enlistment period.

4. Date of present enlistment, Apr. 1/14.

5. I am inclosing a letter from my mother, who is an invalid, asking me to make the transfer, if possible.

I Incl. *James Andrews.*

2123. 1st Ind.

Co. "A," 1st Inf., Fort Niagara, N. Y. Jan. 7/16. To post commander, disapproved.

1. If this transfer were made it would leave this company without a mechanic, as there is no one in the company qualified to do such work, and consequently, in my opinion, the transfer would not be in the interest of the service.

2. I would have no objection to this transfer at some future time, when I can get another mechanic in Mech. Andrews' place.

1 incl. Henry A. Dubbs,
Capt., 1st Inf., Comdg.

4356. 2nd Ind.

Hq. Fort Niagara, N. Y., Jan. 8/16. To C. O., Co. "A," 1st Inf., for compliance with Par. 40, G. O. 1, c. s., Hq. Eastern Dept.

I incl. F. E. S.

2123. 3rd Ind.

Co. "A," 1st Inf., Fort Niagara, N. Y. Jan. 9/16. To post commander.

1. Character of soldier is, "Very good."

2. He is single.

3. Three years, Co. "B," 2d Inf., Mch. 16/11 to Mch. 15/14. Serving in 2nd enlistment period since Apr. 1/14.

4. Soldier has no convictions by court-martial; he is not under charges nor in confinement.

5. Soldier has sufficient funds to defray expenses incident to transfer.
6. He has not previously been transferred during current enlistment.
7. Physical condition—Good.
8. Authorized strength of company is 100; actual strength is 95.

1 incl. Henry A. Dubbs,
Capt., 1st Inf., Comdg.

4356. 4th Ind.

Hq. Fort Niagara, N. Y. Jan. 9/16. To C. O., Madison Bks., N. Y., approved.

1 incl. C. H. Waller,
Col. 1st Inf., Comdg.

2301. 5th Ind.

Hq. Madison Bks., N. Y. Jan 11/16. To C. O., Co. "B," 2d Inf.

1 incl. W. R. G.

2035. 6th Ind.

Co. "B," 2d Inf., Madison Bks., N. Y. Jan. 12/16. To C. O., Madison Bks., N. Y., approved.

1. Authorized strength of company is 100; actual strength is 93.

1 incl. A. H. R.

As shown on the sample pages given on page 65, the following entry would be made in the correspondence book of Co. "B," 2d Inf.:

2035. Jan. 12/16.

Rec'd Jan. 12/16 from C. O. Madison Bks., N. Y., application of Mech. James Andrews, Co. "A," 1st Inf., requesting transfer to Co. "B," 2d Inf. 1 incl. To C. O. Madison Bks., N. Y. Jan. 13/16. Doc.

And under, "A," in the index, the item would be indexed, "Andrews, James; 2035."

16. Just what is to be entered in the correspondence book. Except in cases where the item of correspondence is completely represented in the Document File, it is, of course, impossible to lay down any fixed rule as to just exactly what should be entered in the correspondence book. For example, to include in the brief unimportant data would be a useless cumbering of records and a waste of labor. Judgment and common sense must be used. However, as a rule, it may be said that the brief that is to be entered in the correspondence book when the item is not represented in the Document File, consists of—

1. The serial number of the item in the correspondence book.
2. The date of the communication or the indorsement by which the paper reached the office and the date of receipt.
3. The name of the writer.
4. A very, very brief synopsis of the subject.

5. Notation of number of inclosures, if any. (If any inclosures are added or withdrawn, the fact should be stated. In the case of very important inclosures copies or synopses should be made.)

6. Action taken. (The action taken should show the disposition made of the paper, and the date.)

Remember that indorsements are *not* entered in the correspondence book—carbon or other copies of them, or synopses of them, when made of record at all, are filed in the "Document File."

16. Just what is to be entered in the Document File. Par. 6 (d), G. O. 106/09, requires that copies of ALL letters, indorsements, or telegrams *originating* in the office shall be kept in the Document File. However, no fast or fixed rule can be given about other items, especially indorsements. To enter even synopses of all or nearly all indorsements on papers reaching the office, would not only involve much useless labor but it would also lumber up the file. As in the case of the correspondence book, common sense must be used.

As a rule, when a paper reaches the office with several indorsements on it, it is merely necessary to incorporate in the entry in the correspondence book facts from the body of the letter and the last indorsement, and, sometimes, perhaps, from one or two of the intermediate indorsements.

This is another case in which we must be guided by common sense, remembering that enough facts should be stated, *without giving too many,* so as to cover the essentials *so far as concerns that particular office,* and bearing in mind that in this, as well as in all other matters pertaining to records, the entries should be *perfectly clear* to those who may delve into them in the future.

If a paper reaches the office by a routine indorsement of transmission, as in the case of the application for transfer of Pvt. Joseph Anderson, given above, don't lumber up the Document File with a copy of such indorsement. The notation of fact of receipt, when and from whom, in the correspondence book is sufficient.

17. Numbering of items in correspondence book, papers in Document File, and entries in index. Each item in the correspondence book is numbered from one forward continuously and without break for any new year. The papers that are filed in the Document File and the entries that are made in the index are numbered to correspond with the numbers of the items in the correspondence book, the papers in the Document File being filed serially, and when more than one paper pertaining to the same item is placed on file, the papers are placed in an envelope, if practicable, and the number of the item noted on the envelope.

18. Indexing. Each item entered in the correspondence book is indexed under its subject, and when necessary under the name of the writer of the communication and the name of the persons mentioned therein.

Having once entered, "Jones, Samuel," or any other name or subject in the index, the same is not, of course, as a rule, entered again. If other communications are sent or received about the man or subject, the numbers of such communications are entered after the original entry of name or subject, so that the entries in the index would, for example, be something like this:

Jones, Samuel; 2053; 2085; 2116; 2206.
Drill Schedules; 2032; 2036; 2041; 2512.

When many communications are received from the same official, the name of the writer need not be indexed if it be found that the index of the subjects of such communications answers all practical purposes.

19. Space after entries in correspondence book. A space of at least three lines should be left below each original entry in the correspondence book for use in continuing the record, if necessary.

20. Communications not to be entered twice in same correspondence book. No communication exhibiting the notation of a previous entry should be again entered in the same correspondence book, unless, for special reasons, it should become necessary or desirable to transfer a remote entry to one of current date, or unless additional space should be required to continue the record.

If a communication that has already been entered is returned, "Rec'd back (such date)," and other necessary data are added to the previous entry. However, should it be necessary to enter the same communication a second time, head the entry, "Continued from page —," and add after the original entry, "Continued on page —."

21. Differently numbered papers on related matters. Papers differently numbered, but on a related matter, may also be kept together in the Document File when desired, but, if so kept, a reference slip must be inserted to account for the paper absent from the serial place.

22. Withdrawing paper from the Document File. Whenever a paper is withdrawn from the Document File a charge slip should be inserted in its stead, stating briefly by whom withdrawn and the date of withdrawal.

23. Brief notations in certain cases. No record will be made beyond the mere notation in the correspondence book of the fact of origin or receipt and disposition in respect to the following:

1. All papers not pertaining to the business of the office at which received; such papers should be transmitted forthwith to the proper place of action. For example,—

3345.

Recd. July 10/16, from Dept. Q. M., Eastern Dept., letter of allotment, No. 11913-2. Class "A" Supplies. To Q. M., July 11/16.

2. Accounts current; vouchers, returns of personnel and of stores and other property; inventory and inspection reports; requisitions; muster and pay rolls. For example—

1865.

July 1/16. Unit accountability Return forwarded through Post Commander.

1894.

Sept. 3/13. Muster rolls forwarded through mustering officer.

3. Mere letters of transmittal; such letters when received will be destroyed forthwith.

4. Requests for an acknowledgment of receipt of publications and blanks. For example—

1935.

Nov. 10/16. Request to Dept. Adjutant for A. G. O. blanks.

5. All other communications that have no permanent value and that are finally disposed of by answer thereto.

24. Serial numbers in "Document File" not complete. The serial numbers in the "Document File" will consequently not be complete, but whenever a paper is filed therein the abbreviation "Doc" is placed after the proper entry in the correspondence book in order to indicate that the paper itself, as well as any record pertaining to it, will be found in the "Document File."

25. Abbreviations. In order to save labor and space, abbreviations, with periods generally omitted, should be used as much as possible, but proper judgment must be exercised and care taken not to sacrifice clearness to abbreviation. AGO USA—AGO D Dak—Ch Stf P Div—DQM Dept Dak—HQ 24 Inf—are correct, because clear. D Cal may be taken for D Col and vice versa—hence D Calif and D Colo should be used.

26. Office stamps. Every office should be provided with a rubber stamp for stamping papers with date of receipt.

A receiving-dating stamp on a single frame may be used, thus:

Rec'd Hq. Fort [illegible] */17.

Or, there may be two different stamps. For example:—

1. Rec'd Hq. Fort Jay, N. Y.
2. Jan. 1/17. (Dating stamp)

There should also be a received-back stamp. For example:—

Rec'd Back Hq. Fort Jay, N. Y.

The same remark as above applies in regard to a dating stamp in connection with a received-back stamp.

Whenever a paper is received by indorsement, it is stamped with the receiving-dating stamp, just below and to the left of the last indorsement—that is to say, the indorsement by virtue of which the paper reached the office. In case of a letter, it is stamped just below and to the left of the body.

27. Prompt replies to official communications. In view of the leniency heretofore shown to officers who have failed to make prompt reply to official communications without satisfactory excuse for the delay, and in view of the fact that frequent complaints are still received of negligence in this respect, resulting in needless delay in the transmission of public business, it is deemed advisable at this time to caution all concerned that hereafter disciplinary measures will be resorted to in all cases of such neglect.

When, in order to make proper reply, it is necessary to examine papers not at hand or to consult with other persons at a distance, or when for other sufficient reason full and prompt reply is impossible, acknowledgment of the receipt of the communication will be made at once with a statement giving the cause of the anticipated delay.

Upon receipt of this circular the commanding officer of every Army post and station will assemble the officers of his command and read it to them; he will also take such steps as he may deem expedient to insure prompt reply by officers of his command to official communications sent them which require reply. (Cir. 25, 1906.)

28. Official communications not to be addressed through The Adjutant General of the Army. Official communications that are sent to the office of The Adjutant General of the Army should be addressed to him and not through him to some other destination. While The Adjutant General can be relied upon to make proper disposition, subject to the direction of the Secretary of War, of any paper coming to his office, there is no objection to a request being included in any communication sent to his office, that the paper be acted upon or disposed of in a specific way, but any such request should be embodied in the communication which should be addressed directly to The Adjutant General. Correspondents should not undertake, by addressing papers

through The Adjutant General, to prescribe the disposition that shall be made of those papers after they reach him. That disposition must be left open for action by the Chief of Staff or the Secretary of War, or both. (Cir. 8, 1909.)

29. Correspondence through battalion commander. Correspondence relating to the personnel, instruction, discipline, or equipment of a company, battery, or troop in battalion or squadron will pass through the battalion or squadron commander. No official record, however, of such correspondence will be kept by the battalion or squadron commander. (A. R. 245, amended by changes No. 23, 1915.)

For the application of the above provision in practice, see par. 176.

30. Signing of communications. Communications are signed as follows:

(a) Between officers exercising correlative commands (for example, between post commanders), by the officers themselves.

(b) Between a superior and a subordinate by a staff officer of the former—usually the adjutant.

31. Signing of communications by staff officers. Directions, instructions, orders, etc., signed by the staff officer of a general officer are signed, for example: "By command of Brigadier General Smith"; those signed by the staff officer of an officer below the rank of brigadier general are, "By order, etc."

(NOTE—However, this practice does not seem to be consistent, for we say "By order of the Secretary of War," and "By direction of the President.")

32. Calling and inviting attention. By custom the expressions, "Calling attention to," "Your attention is called to," "The commanding officer directs that your attention be called to, etc.," are admonitive in character.

The expressions, "Inviting attention to," "Your attention is invited to," "The commanding officer directs that your attention be invited to, etc.," are not admonitive in nature.

33. "Wish" and "Desire." The expressions, "The commanding officer desires, etc.," and "The commanding officer wishes, etc.," are, by custom of the service, tantamount to "The commanding officer directs (or orders), etc."

34. Addressing of official communications and preparation of checks. Official communications (and envelopes) should be addressed to the OFFICE HELD, and not to the indivi- nple, "Department Quartermaster, Eastern Dep- Officer, Fort Missoula, Mont.," "Co- and *not*

"Colonel John A. Smith, Department Quartermaster, Eastern Department," "Major Jas. A. Harris, Commanding, Fort Missoula, Mont.," etc.

Likewise should checks and postal money orders pertaining to official matters be made payable to the OFFICE HELD, and not to the individual. Thus: "Pay to the order of the Department Quartermaster, East. Dept."

In making out *personal* (i. e., non-official) checks do not use titles. For instance, if making a check payable to "Capt. John B. Smith, 40th Inf.," make it read "Pay to the order of John B. Smith," *not* "Capt. John B. Smith," "Capt. John B. Smith, 40th Inf.," or "John B. Smith, Capt., 40th Inf."

35. Envelopes. The envelopes containing G. C. M., proceedings to be forwarded to the convening authority should be plainly marked, "G. C. M. Proceedings."

When writing to civilians for information of an official nature, always inclose an addressed penalty envelope for reply.

Several different communications for the same person or office, leaving the office about the same time, should be sent in one envelope, instead of addressing a separate envelope for each communication. In cases where several communications are generally mailed to the same person or office each day, or each day or so, hold all communications, except in case of urgency, until the closing of office hours for the day, and then mail all the papers in one envelope.

36. Permanent address of all officers. The permanent address of all officers is c/o The Adjutant General of the Army, War Department, Washington, D. C.,"—that is to say, any letter so addressed will be forwarded to the officer for whom intended.

37. Stamps. Stamps for foreign official mail and domestic registered mail can be obtained from the quartermaster.

38. Rank and regiment after signature. An officer's rank and regiment (or corps) always appear below his signature in official or semi-official communications, unless, of course, they should appear in the brief of the letter. See par. 6 (3.)

The rank and regiment (or corps) should not appear below an officer's name in personal letters, unless there is some reason why the officer should wish to establish his identity. For instance, in writing to dealers, in order to let them know the officer belongs to the Army; in writing to strangers, so as to give them the same information and thus enable them to address him by proper title in their answer; and in writing to officers of the Army or civilians who may not recall him readily. In the last case cited the rank and regiment (or corps) may be placed in parentheses.

39. Abbreviation of titles. Some officers and also certain editors and writers in civil life, always write out military titles in full, using the form, "General," "Colonel," etc., instead of "Gen.," "Col.," etc.,—contending that the full spelling possesses a certain suggestion of courtesy and good form that is lacking in the abbreviation.

According to the practice of The Adjutant General's Office it is considered better form to spell out titles in full in all formal communications, although sometimes on account of their length, the words "Brigadier General," "Major General," "Lieutenant Colonel," and "Lieutenant," are abbreviated "Brig. Genl.," "Maj. Genl.," "Lieut. Col.," and "Lt.," or "Lieut.," but it is preferable to spell them out in full. Except colloquially, or sometimes in the body of a communication where the formal use of the full title would seem unnecessary, the office never uses the term "General" alone, but it is always "Lieutenant General," "Major General," or "Brigadier General."

40. Omission of hyphens in title designations. It is the practice of The Adjutant General's Office to omit the hyphens in the designations "Adjutant General," "Quartermaster General," "Inspector General," and "Judge Advocate General" (not Adjutant-General, etc.).

41. Retained copies. Make it an invariable rule to keep carbon or other copies of all letters, telegrams, and other official communications sent.

42. Verification of statements by enlisted men. In forwarding letters from enlisted men, officers should verify the statements made therein, and so state in the forwarding indorsement.

43. A letter to refer to only one subject. An official letter should refer to one subject only. (A. R. 775.)

44. Letters of transmittal. Letters of transmittal will be used only when necessary, and when used must refer only to the matter transmitted; none are required with rolls, returns, estimates, requisitions, or periodical reports. (A. R. 775.)

45. Confidential communications. In order to reduce the possibility of confidential communications falling into the hands of persons other than those for whom they are intended, the sender will inclose them in an inner and an outer cover; the inner cover to be a sealed envelope or wrapper addressed in the usual way, but marked plainly "Confidential" in such manner that the notation may be most readily seen when the outer cover is removed. The package thus prepared will then be inclosed in another sealed envelope or wrapper addressed in the ordinary manner with no notation to indicate the confidential nature of the contents. (A. R. 778.)

46. Signing of official communications. Official communications will be signed with the pen and not by facsimiles, and if written by order, it will be stated by whose order. Signatures will be plainly and legibly written. By virtue of the commission and assignment to duty, the adjutant general or adjutant of any command transacts the business or correspondence of that command over his own signature; but when orders or instructions of any kind are given, the authority by which he gives the order must be stated. (A. R. 779.)

47. Channels of communication.

(a) *All communications intended for Secretary of War or any bureau of War Department to be addressed to The Adjutant General of the Army.* Except as otherwise specifically authorized or required by Army Regulations, all official communications from officers and enlisted men of the Army outside of the War Department intended for the Secretary of War or for any bureau or office of the War Department will be in writing and addressed to The Adjutant General of the Army, who will submit all business, coming to him from the Army, which requires action in the War Department or by the President and which does not come within the jurisdiction of chiefs of bureaus, to the Chief of Staff, to be acted upon by him in conformity to the rules duly prescribed for that purpose by the President or the Secretary of War. (A. R. 782.)

(b) *Communications, with certain exceptions, to pass through intermediate commanders.* Communications, whether from a subordinate to a superior, or vice versa, will pass through intermediate commanders This rule will not be interpreted as including matters in relation to which intermediate commanders can have no knowledge, and over which they are not expected to exercise control. Chiefs of War Department bureaus are intermediate commanders between higher authority and the officers and enlisted men of their respective corps or departments, who are serving under the exclusive control of themselves and their subordinates. Verbal communications will be governed by the same rules as to channels as written communications. When necessity requires communications to be sent through other than prescribed channels, the necessity therefor will be stated.

Communications from superiors to subordinates will be answered through the same channels as received. (A. R. 783.)

(c) *Communications to pass through post commander.* Except as provided in A. R. 783 (the preceding paragraph), all communications, reports, and estimates from officers serving at a military post, and communications of every nature addressed to them relating to affairs of the post, will pass through the post commander. (A. R. 785.)

48. Expression of opinion on all papers forwarded. *Officers who forward communications will indorse thereon their approval or disapproval, with remarks. No communication will be forwarded to the War Department by a department commander or other superior officer for the action of the Secretary of War without some recommendation or expression of opinion.* (A. R. 786.)

(NOTE—This paragraph is probably violated more than any other in the Army Regulations by non-compliance.—Author.)

49. Applications for official opinions. Unless otherwise expressly authorized by statute, an application for the official opinion of the Judge Advocate General or of an officer of any Executive Department other than the War Department will be addressed to The Adjutant General of the Army. *Abstract questions will not be presented.* (A. R. 788.)

50. Use of colored inks. The use of colored inks, except as carmine or red ink is used in annotation, ruling, or compliance with specific instructions issued by the War Department on blank forms or otherwise, is prohibited in the records and correspondence of the Army. (A. R. 822.)

TELEGRAMS

51. Blank form. Official telegrams are sent on Form 406 Q. M. C. In case a form is not available, use an ordinary commercial blank, indorsing thereon, over your signature, "This telegram is on official business and necessary for the public service," and also mark it, "Government Paid." The telegram and the certificate should be explained to the operator. (Cir. 17, Q. M. G. O., 1916.)

See page 79 for "model."

52. Numbers to be in words. When numbers are used in reference to dates, designation of organizations, etc., they should be written in words, and not expressed in figures.

53. Official copies by mail. Telegrams will be followed by official copies sent by first mail in case of financial transaction of more than trifling importance and in cases in which chiefs of bureaus of the War Department may deem it necessary themselves to send, or to require officers serving under their immediate control to send to them such copies. (A. R. 775.)

54. Telegraph and cable to be used only in case of urgency. The telegraph and cable will be used in cases of urgent and imperative necessity in which the delay consequent upon transmission by mail would be prejudicial to the public service. (A. R. 1184.)

55. Night telegrams to be sent when practicable. Day telegrams will not be sent when night telegrams would serve the purpose, consideration being given to the difference between eastern time and the zone to which the message is sent. E[illegible]y,

night telegrams will not be sent when the delivery can be made by mail the following morning. Night telegrams will be plainly indicated by the words "Night telegram" stamped thereon. (A. R. 1184.) Urgent telegrams should be marked, "Day Service—Urgent." (Cir. 17, Q. M. G. O., 1916.)

56. Consolidation of several telegrams into one message. Wherever practicable the consolidation into one message of several telegrams to be sent to a single officer in course of a day's business should be effected. (A. R. 1184.)

57. Telegrams in case of leaves. Telegrams making application for leave of absence or extension of leave, or of inquiry whether leave has been granted, and the replies made thereto by telegraph, will not be sent or paid for as public dispatches. (A. R. 1187.)

58. Number of words to be reduced to minimum. In framing telegrams and cablegrams all words not important to the sense will be omitted, addresses condensed, and the official title of the sender omitted or reduced to the minimum, thus bringing the message, as far as practicable, within the limit of 20 words. The last name of the officer addressed, or his title, and the last name of the sender are generally sufficient.[1] Expressions such as "The Secretary of War directs," "By order of the Secretary of War," or "Reference your telegram of the —— instant," and kindred expressions will be omitted. (A. R. 1188.)

59. Special delivery. Whenever special delivery is necessary to expedite the delivery of an official telegram, or where the place of delivery is located beyond the established free-delivery limits, the office filing the telegram for transmission should mark it "Special delivery charges paid." The special delivery charges, which should be included in the bill of the telegraph company for the transmission of the telegram, will be paid by the quartermaster designated to pay the telegraph accounts in the department in which the telegram originated.

If the addressee lives at such distance from the telegraph office as to make the special delivery charges excessive, and the delay will not be of a serious nature, the telegram should be plainly marked: "By mail from ———," indicating the name of the telegraph office from which the telegram should be mailed. (A. R. 1193.)

[1] For example, in case of officer addressed. "Colonel Harris, twenty-three West Fiftieth St., New York," in case of sender, "Smith," "Harris, adjutant," "Jones, commanding" (in case of post or other commander). Telegrams to The Adjutant General of the Army should be addressed, "Adjutant General, Washington, D. C." In case of telegram to a Department Adjutant, Department Quartermaster or other department staff officer, it is not necessary to add, "Dept. of ———." Say, for example, "Department Adjutant, Governors Island, New York."

59 (contd.)

Q. M. C. Form No. 106.

WAR DEPARTMENT—OFFICIAL TELEGRAM

No. _____

(Sent from) St.Paul, Minn.

(Date) Sept.16,1916. 19

QUARTERMASTER CORPS UNITED STATES ARMY.

The Western Union *Telegraph Company*

Will please transmit the following message by telegraph and promptly deliver the same to the party addressed, for and on account of the United States.

J. B. ALESHIRE,
Chief, Quartermaster Corps, U. S. A.

I certify that the following telegram is on OFFICIAL BUSINESS, and necessary for the public service.

John A.Smith,
2nd Lieut.,24th Infantry.

Government Paid.

Commanding Officer,
Fort Missoula,
Montana.

Will arrive two p.m.September eighteenth. Request transportation.

Smith.

(Note: If possible to reach destination via two or more lines state in telegram line by which you will arrive).

FIG. 4

"MODEL" LETTERS

60. Appointment of noncommissioned officers.

To: C. O., 29th Inf.

Subject: Appointment of noncommissioned officers.

I would recommend that the following appointments of noncommissioned officers be made in this company:—

1. Corporal George Connors to be appointed Sergeant, vice Beckman, reduced.

2. Private James Burke to be appointed Corporal, vice Laxton, discharged.

3. Private Edward F. Boughton to be appointed Corporal, vice Connors, appointed Sergeant.

NOTES

1. Regarding the appointment of company noncommissioned officers, see A. R. 271 and 275.

2. At some posts the very sensible custom is followed of appointing noncommissioned officers on informal memorandum requests of company commanders.

60a. Board of officers under A.R. 148.

To: Commanding Officer.

Subject: Board of officers under A. R. 148 in case of Pvt. Smith.

1. Under the provisions of A. R. 148, I would say that Pvt. Smith, of this company, is to be discharged May 12, per expiration of term of service, and in my opinion the soldier's reënlistment should not be recommended.

2. It is requested that a board of officers be appointed to investigate into and report upon, his case.

60b. Board of officers under Par. 33, Regulations for Regular Army Reserve.

To: Commanding Officer.

Subject: Board of officers under Par. 33, Regulations for Regular Army Reserve, in case of Pvt. Smith.

1. Under the provisions of Par. 33, Regulations for the Regular Army Reserve, I would say that Pvt. John A. Smith, of this company, is to be furloughed to the Regular Army Reserve May 12, and in my opinion his service has not been honest and faithful (or he is inapt, or he gives evidence of habits or traits of character which would render him not dependable as a member of the Regular Army Reserve; or, he is disqualified for service physically, or in character through his own misconduct).

2. It is requested that a board of officers be convened, under A. R. 148½, to investigate into and report upon, Pvt. Smith's case.

61. Change of name.

To: The Adjutant General of the Army.

Subject: Change of name.

1. I would request that I be permitted to change my name from James P. Smith to Joseph P. Smith.

2. When I applied for enlistment at the recruiting station, Knoxville, Tenn., about May 12, 1915, I stated my name was Joseph P. Smith, but through some misunderstanding it was recorded as James P. Smith, and on arrival at Jefferson Barracks, Mo., I was told to sign my name as the recruiting officer had recorded it.

3. I am enclosing my affidavit setting forth the above circumstances and also the affidavit of my father with respect to my correct name and a certified transcript from the baptismal records showing my name.

3 incls. *James P. Smith.*

2565. 1st Ind.

Co. "A," 1st Inf., Madison Bks., N. Y., Feb. 22/16. To Commanding Officer.

1. Approval recommended.

2. I am satisfied that there was no attempt of concealment on the part of Pvt. Smith when he applied for enlistment and that his name was not properly recorded through clerical error at the recruiting station.

3 incls.

NOTES

1. In applying to have one's name changed, the letter and affidavit of applicant must be signed in the present name of applicant, as carried on the records. (Ind., A. G. O., July 12/16 [2429116].)

2. In addition to the affidavit of the applicant, there should also be furnished affidavits of his parents or other near relatives with respect to his correct name, and, if obtainable, a certified copy of, or a transcript from, any public record, either of birth or baptismal, showing his name. (Ind., A. G. O., July 12/16 [249116].)

3. The War Department has no authority to change the legal name of a soldier and such applications should not be forwarded. A man's legal name can be changed only by the civil authorities. However, there is no objection on the part of the War Department to a man's reënlisting under a changed name, the name under which he served being noted on the enlistment papers. (Ind., Hq. U. S. Troops, Canal Zone, Nov. 9/15.)

62. Clemency.

From: General Prisoner John Smith.
To: The Officer in Charge of Prisoners.
Subject: Clemency.

1. I would request that I be granted clemency.

2. I was tried by general court-martial and sentenced to be dishonorably discharged from the service of the United States, forfeiting all pay and allowances and to be confined at hard labor for two years. The sentence was promulgated in Paragraph 9, GCMO No. 220, Hq. Eastern Dept., 1914.

3. A few days ago I received a letter from home, which I am inclosing, informing me that my mother was in ill health and dependent upon friends for the necessities of life.

4. I am her only child.

5. With good conduct, my sentence will expire July 20, 1916.

1 incl.

1st Ind.

Madison Barracks, N. Y., Mch. 25/15. To C. O., Madison Bks., N. Y., approved.

1. I have written to the Chief of Police of this man's home, Albany, N. Y., and he informs me that his statement as to his mother's condition and his being her only child, is correct.

2. The conduct of the prisoner while in confinement has been excellent.

3. His statement as to the expiration of sentence is correct.

1 incl.

(1) A general prisoner in a disciplinary barracks or a penitentiary or one confined in a post guard house pending transfer to such barracks or penitentiary, addresses an application for clemency to The Adjutant General of the Army. (A. R. 944.)

NOTES

1. General prisoners will be permitted to make application for clemency as soon after their arrival at a post for confinement as they may desire, but thereafter not until six months shall have elapsed since the date of final action upon the last application. Applications should be addressed to the officer in charge (or the officer of the day), but applicants may state to what authority they wish to appeal. (Par. 283, M. I. G. D., 1914.)

2. Applications for clemency should be based on reasonable grounds. Good conduct is rewarded by an allowance of good-conduct time, but does not of itself furnish any claim to clemency or further mitigation of sentence. It will aid, however, in obtaining favorable consideration for applications based upon other grounds. (Par. 284, M. I. G. D., 1914.)

63. Delay in returning to station.

To: The Commanding General, Eastern Department.

Subject: Delay in returning to station.

I would request that I be granted five (5) days' delay in returning to my station, Madison Barracks, N. Y., upon the completion of the duties assigned me in Par. 3, S. O. No. 100, Madison Barracks, N. Y., a copy of which I am inclosing.

1 incl.

NOTE

In the case of an enlisted man who was directed to change station by an order from the War Department, and to whom a delay *en route* was granted by his post commander, it was held that the action of the post commander was in conflict with the order issued from the War Department directing the change of station and that Par. 106, A. R., authorizes a commanding officer to grant a furlough or delay only in case where the soldier concerned is at that time under his orders or under the orders of an officer subordinate to him.

64. Detached service.

To: (C. O., 29th Inf., and same report to The Adjutant General of the Army.)

Subject: Detached service.

(a) 1. I would report that, in compliance with Par. 15, S. O. 200, c. s., W. D., I left my station, Governors Island, N. Y., June 15, 1916, and arrived yesterday, June 17, at Indianapolis, Ind.

2. My duties will be those of inspector-instructor with the Organized Militia of Indiana.

3. My address will be c/o The Adjutant General, Indianapolis, Ind.

(b) 1. I would report that, in compliance with Par. 20, S. O. 215, c. s., W. D., I left my station, Camp Gaillard, C. Z., June 5, 1916, and sailed the same day on the S. S. *Abangarez*, which reached New Orleans, La., June 10.

2. I arrived at Indianapolis, Ind., June 11.

3. My duties will be those of inspector-instructor with the Organized Militia of Indiana.

4. My address will be, 1025 Harrison Ave., Indianapolis, Ind.

NOTE

An officer detached from his regiment or corps for duty will report immediately upon arrival at his new station to The Adjutant General of the Army and to the chief of his corps or to his regimental commander the date of departure from former station and of arrival at his new

station, the date of departure from or arrival at a foreign station, and date of departure from or arrival in the continental limits of the United States, when going to or returning from a foreign station, citing the authority for the change and giving his post-office address. (A. R. 826.)

65. Discharge by purchase.

(a) *Application.*

To: Commanding General, Eastern Department.

Subject: Discharge by purchase.

Having been offered a position in civil life whereby I can better my condition, I would request that I be discharged by purchase.

1st Ind.

Co. "A," 1st Inf., Madison Barracks, N. Y., Dec. 23/14.

To C. O., Madison Bks., N. Y., approved.

1. The soldier is not undergoing punishment nor is he under charges

2. He has not become entitled—within a year—to the bonus of three months' pay for reënlistment.

3.

Enlisted	May 24/99	Discharged	June 23/02
"	Sep. 18/07	"	Sep. 17/05
"	Sep. 25/05	"	Sep. 24/08
"	Oct. 3/08	"	Oct. 2/11
"	Nov. 2/11	"	Oct. 1/14
"	Oct. 30/14		

Total, 15 years, 2 mos.

4. Last paid to include November 30/14; due soldier for clothing, $40.00; for deposit, $50.00.

5. After investigation I found the reasons for this application to be correct.

6. The price of purchase ($30.00) has been deposited with me (or the applicant has sufficient credit to cover cost of purchase, or the applicant's credit with what he has deposited with me is sufficient to cover the price of purchase).

NOTES

1. Every year or so, the War Department publishes a general order governing discharges by purchase. Look up and read the last order.

2. The present regulations governing discharge by purchase do not require evidence as to future employment. (Inst. A. G. O. Aug. 20/14.)

(b) *Letter to person who offered applicant the position.*

To: Mr. W. D. Nagle, Lexington, Ky.

Subject: Position offered Pvt. John Jones.

1. Pvt. John Jones, of this company has shown me a letter signed by you, offering him a position that will pay

him $18.00 a week. Would you please let me know if this is a bona fide offer and whether the position will be of a permanent nature?

2. You will find inclosed an addressed penalty envelope for reply.

(c) *Letter to ascertain reliability of person offering position.*

To: Chief of police (or Postmaster) Lexington, Ky.

Subject: Standing of Mr. W. D. Nagle.

1. Pvt. John Jones, of this company, has shown me a letter from Mr. W. D. Nagle, of Lexington, Ky., offering him a position, if he will purchase his discharge from the army.

2. By regulations I am required to investigate such offers, and would, therefore, ask whether you would kindly let me know what is Mr. Nagle's business standing and responsibility.

3. You will find inclosed and addressed penalty envelope for reply.

66. Discharge for the convenience of the Government.

To: The Adjutant General of the Army.

Subject: Discharge for the convenience of the Government.

1. Having successfully passed the Civil Service examination for the railway mail service and having been notified that my appointment will take effect April 1/15, I would request that I be discharged from the service for the convenience of the Government.

2. I am inclosing copy of letter of notification of appointment.

3. I am serving in my second enlistment period, and the date of my present enlistment is Nov. 5/14.

1st Ind.

Co. "A," 1st Inf., Madison Barracks, N. Y., Mch. 1/15. To post commander, approved.

1. This soldier is not undergoing punishment, nor is he under charges.
2. Within a year he has not received the bonus of three months' pay.
3. His statement of service is correct.
4. He was granted permission to take the examinations on July 15/14.
5. Statement of soldier's account: Due soldier, pay since last payment, Jan. 31/15; clothing $20.00; Deposits, $45.00. Due U. S., Nothing.

NOTE

The requirement for enlisted men to apply for permission of the Secretary of War to take civil service examinations is discontinued. (Par. 4, Bull. 29/15.)

67. Discharge on account of dependent relatives.

To: The Adjutant General of the Army.

Subject: Discharge on account of dependent relatives.

1. On account of the death of my father on October 14, 1915, leaving my mother and sister dependent upon me for support, I would request that I be given a discharge from the Army.

2. I am inclosing a certified copy of death certificate as proof of my father's death, and also affidavits from two disinterested parties showing that my presence at home is necessary to care for my mother and sister.

3 incls.

2468. 1st Ind.

Co. "C," 34th Inf., Madison Bks., N. Y., Dec. 12/15. To post commander, approved.

1. The soldier is not undergoing punishment nor is he under charges.

2. Soldier is serving in first enlistment period. Enlisted June 11, 1913.

3. After a personal investigation, I am of the opinion that the reasons given by Pvt. Smith for requesting his discharge are true.

3 incls.

NOTE

The above letter, based on Sec. 29, National Defense Act, published in Bull. 16/16, and the indorsement, were prepared in September, 1916, up to which time no special instructions had yet been published by the War Department or any Department headquarters governing the preparation of such applications. It is quite probable, however, that special rules and regulations concerning such applications for discharge will be issued later by either the War Department or some of the Department headquarters, and it is, therefore, suggested that anyone preparing a letter like the one given above be on the lookout for special War Department or Department instructions on the subject.

68. Discharge on account of being in hands of civil authorities.

To: Commanding General, Eastern Department.

Subject: Discharge of Pvt. Haines.

1. I would request the Pvt. Harold Haines, of this company, be discharged, he having been absent in confinement in the hands of civil authorities since Jan. 2/15.

2. Pvt. Haines was arrested in Watertown, N. Y., Jan. 2/15, for burglary. He has been tried, convicted, and sentenced to two years' confinement in the State penitentiary.

NOTES

1. An enlisted man will not be discharged before the expiration of his term of service except—

* * * * * * * * * * * *

By direction of the commander of a territorial department or mobilized division * * * * * on account of a sentence to imprisonment by a civil court, whether suspended or not. (A. R. 139—C. A. R. 26/15.)

2. Transcripts from records of civil courts need not accompany applications for discharge of enlisted men sentenced to imprisonment by such courts. The official statement of the company commander to that effect is sufficient. (A. R. 146.)

68a. Drill schedule.

To: C. O., 1st Bn., 29th Inf.
Subject: Weekly drill and instruction schedule.

I would submit the following drill and instruction schedule for the week, Jan. 17-21:

MONDAY.—Close order drill; extended order drill; route sketching and map making for noncommissioned officers.

TUESDAY.—Extended order drill; tent pitching; signalling; sketching and map making for noncommissioned officers.

WEDNESDAY.—Practice march; advance guard work; individual cooking.

THURSDAY.—Same as Tuesday.

FRIDAY.—Close order drill; extended order drill; fire control and fire direction.

69. Examination for appointment as Ordnance Sergeant.

(Application to be in handwriting of applicant)
To: The Adjutant General of the Army.
Subject: Examination for appointment as Ordnance Sergeant.

1. I would request permission to be examined for appointment as Ordnance Sergeant.

2. My military service has been as follows:

Co. "A," 1st Infantry
Jan. 1/06 to Dec. 31/08—3 yrs.
Jan. 1/09 to Dec. 31/11—3 yrs.
Co. "B," 2nd Infantry
Jan. 1/12 to Dec. 31/14—3 yrs.
Jan. 1/15 to Mch. 31/16—1 yr. 3 mos.
Total 10 yrs., 3 mos.

69 (contd.)

3. I served as private from Jan. 1/06 to Dec. 31/07, in Co. "A," 1st Inf.; as corporal from Jan. 1/08 to Dec. 31/11 (4 yrs.), in Co. "A," 1st Inf. as sergeant from Jan. 1/12 to date, Mch. 31/16 (4 yrs. 3 mos.), in Co. "B," 2nd Inf.—total service as noncommmissioned officer, 8 yrs 3 mos.

4. I am single and was born Jan. 1, 1875, and am, therefore, 41¼ years of age.

1st Ind.

Co. "B," 2nd Inf., Fort Sheridan, Ill., Apr. 1/16. To post commander, approved.

1. Sergeant Ecton's character is "Excellent," and he is a man of intelligence, well fitted for the position he seeks.

2. His statements as to service and age are correct.

NOTES

1. *Service and age.* Ordnance sergeants are appointed from sergeants of the line who have served at least eight years in the line, including four years as noncommissioned officer, and who are less than 45 years of age; and quartermaster sergeants, Q. M. C., from the most competent noncommissioned officers of the Army who have served therein at least five years, three years of such service having been rendered as a noncommissioned officer and whose character and education shall fit them to take charge of public property and to act as clerks and assistants to the proper officers of the Army in charge of public property. (A. R. 93/13.)

2. *Application to be in handwriting of applicant, and to state service, etc.* The application must be in the handwriting of the applicant and state briefly length and nature of military service, and for what time and in what organizations he has served as a private and as a noncommissioned officer. (A. R. 94/13.)

3. *Indorsement of organization commander and disposition of application.* The immediate commanding officer will indorse on the application a statement as to the character, intelligence, and fitness of the applicant. The application so indorsed will be submitted to the regimental or coast defense commander or other proper commanding officer, who will forward same, with his remarks as to the merits of the applicant, directly to The Adjutant General of the Army. (A. R. 94/13.)

4. The expression "sergeants of the line" as used in paragraph 93, A. R. which is based on section 1110 of the Revised Statutes, is construed to exclude sergeants of staff departments only and to include all other sergeants of the Army. In this connection, the detachments of the several service schools are regarded as belonging to the line of the Army. (Par. III, Bull. 10, 1916.)

70. Examination for appointment as Quartermaster Sergeant, Senior Grade-Instructor of Quartermaster Corps School.

(Application to be in handwriting of the applicant)

From: Q. M. Sergt. John R. Collins, Q. M. Corps.
To: The Quartermaster General of the Army.
Subject: Examination for appointment as Q. M. Sergt., Senior Grade Instructor of Q. M. Corps School.

1. I would request that I be given permission to take the examination for appointment as Quartermaster Sergeant, Senior Grade-Instructor of Quartermaster Corps School.

2. I was born Nov. 28, 1878, at Oswego, N. Y.

3. Graduated from high school.

4. I am married and have 2 children, ages 9 and 6. They reside with me at this station.

5. Enlisted Nov. 7, 1898. Reënlisted Feb. 5, 1902; May 3, 1904; May 3, 1907; May 3, 1910; May 3, 1913, date of current enlistment.

6. Serving in 6th enlistment period.

7. Corporal May 5, 1906 to August 6, 1906, Co. "H," 70th Inf., Corporal July 7, 1907 to Dec. 8, 1908 and Sergt., Dec. 9, 1908 to April 23, 1910, Co. "D," 50th Inf. Q. M. Sergt., Q. M. Corps, since April 24, 1910.

8. Performing the duties of Q. M. Sergeant, Q. M. Corps, since date of appointment. Attended school of instruction for Q. M. Sergeants, Q. M. Corps, at Philadelphia, Pa., June, July, August, and September, 1912, and during the last month was assistant to the instructor of the school.

9. I have never been reduced in grade.

10. I was tried once during my first enlistment, violation of the 62nd A. W., and sentenced to forfeit $4.00.

John R. Collins.

NOTE

The data given in Pars. 2 to 10 of the above letter is required by Par. 7, Cir. No. 13, Q. M. G. O., 1916.

71. Furlough.

To: The Adjutant General of the Army.
Subject: Furlough.

I would request a furlough for four (4) months, with permission to go beyond the seas, for the purpose of visiting my parents in Killarney, Ireland, whom I have not seen in ten years.

NOTE

(For regulations governing granting of furloughs, see A. R. 106-109.)

1st Ind.

Co. "A," 1st Inf., Ft. Jay, N. Y. To post commander, approved.

1. The following furloughs are of record:

* * * * * * * * * * * *

(Or, there is no previous furlough of record in the company.)

2. Strength of company, 63; number of men on furlough, 2.

3. The soldier is serving in second enlistment period and the character of his prior service was "Excellent."

4. Date of current enlistment, Feb. 15/14.

5. He has sufficient funds to defray the expense incident to his furlough.

NOTES

1. Except in case of urgent necessity, a furlough will not be granted to a soldier during the regular target season or when his absence would prevent him from being examined at the regular gunner's examination. (A. R. 1343, 1344, 1345, '13—amended by C. A. R. 43/16.)

2. In nearly every Department there are special regulations governing applications for furloughs. Look up the regulations in your Department and see that the application fulfills all requirements.

72. Leave of absence.

(a) *Application.*

To: Commanding General, Eastern Department.

Subject: Leave.

1. I would request leave of absence for three months, effective about March 17, 1915.

2. I am not a student officer of the garrison school, nor am I a member of a general court-martial.

3. During the last four years I have had fifteen days' leave.

4. There are two officers on duty with the company.

NOTE

(In nearly every Department there are special regulations governing applications for leaves of absence. Look up the regulations in your Department and see that the application fulfills all requirements.)

(b) *Departure.*

To: (Commanding Officer [of post]; regimental commander,—e. g., C. O., 29th Inf., and The Adjutant General of the Army.)

Subject: Departure on leave.

1. I would report that I am this day taking advantage of the leave of absence for one month granted me by Par. 1, S. O. 150, c. s., Hq. Eastern Dept.

2. My address will be, Army and Navy Club, Washington, D. C.

(c) *Departure, when leave becomes effective upon reaching United States.*

To: Commanding Officer (of post).

Subject: Departure to take advantage of leave.

1. I would report that I am sailing this day on the U. S. Army Transport *Kilpatrick* for the United States, to take advantage of leave granted me by Par. 5, S. O. 95, c. s., Hq. U. S. Troops, Ancon, C. Z.

2. My address will be, Army and Navy Club, 107 West 43rd St., N. Y.

Note

(At some posts only a verbal report in person or by phone, or in the form of an informal memorandum slip, is required.)

(d) *Report upon reaching United States.*

To: (Commanding Officer [of post]; regimental commander,—e. g., C. O., 29th Inf., and The Adjutant General of the Army.)

Subject: Leave of absence.

1. I would report that the U. S. Army Transport *Kilpatrick*, on which I sailed from Cristobal, C. Z., June 5, 1916, to take advantage of the leave granted me by Par. 5, S. O. 95, c. s., Hq. U. S. Troops, Ancon, C. Z., reached New York today.

2. My address will be, Army and Navy Club, 107 West 43d St., New York.

(e) *Change of address.*

To: (Commanding Officer [of post]; regimental commander,—e. g., C. O., 29th Inf., and The Adjutant General of the Army.)

Subject: Change of address.

Being on leave of absence, I would report that my address until further notice will be changed to the Army and Navy Club, Washington, D. C.

(f) *Change of status while on leave.*

To: (Commanding Officer [of post]; regimental commander,—e. g., C. O., 29th Inf., and The Adjutant General of the Army.)

Subject: Change of status.

1. I would report that my status has this day changed from leave to detached service, my having, in compliance with Par. 10,

72 (contd.)

S. O. 150, c. s., Hq. Eastern Dept., reported for duty to the Commanding Officer, Military Training Camp, Plattsburg, N. Y.

Or,

2. I would report that my status has this day changed from leave to detached service, my having reported to the Commanding General, Eastern Dept., at Governors Island, N. Y., and, in compliance with Par. 5, S. O. 175, c. s., his headquarters, having been placed on temporary duty at Department Headquarters, pending the sailing of the next Army transport for the Canal Zone.

(g) *Return from leave.*

To: (Commanding Officer [of post]; regimental commander,—e. g., C. O., 29th Inf., and The Adjutant General of the Army.)

Subject: Return from leave.

I would report that I returned yesterday, July 4, from the leave of absence granted me by Par. 1, S. O. 150, c. s., Hq. Eastern Dept.

(h) *Return to foreign station from leave in United States.*

To: (Commanding Officer [of post]; regimental commander,—e. g., C. O., 29th Inf., and The Adjutant General of the Army.)

Subject: Return from leave.

I would report that I returned Aug. 12, 1916, from the leave granted me by Par. 95, c. s., Hq. U. S. Troops, Ancon, C. Z., having sailed from New Orleans, La., Aug. 5, 1916, on the S. S. *Abangarez,* which reached Cristobal, C. Z., Aug. 12, 1916.

NOTE

An officer granted leave of absence for more than 10 days will, upon taking advantage thereof, report to his post and regimental or corps commander and to The Adjutant General of the Army the date of his departure and his new address, and thereafter he will immediately report any change in his address and the date of his return to duty to the same officers. (A. R. 64)

73. Qualifications in marksmanship.

To: C. O. 29th Inf.

Subject: Marksmanship qualifications.

1. In compliance with Paragraph 251, S. A. F. M., the following report is submitted of new and renewed marksmanship qualifications:

EXPERT RIFLEMEN	INSIGNIA	MARKSMEN
Sgt. Wm. Siegmund	Bar	Cpl. Jas. D. Edwards
Cpl. Fred. A. Fasel	Badge	" Thos. J. Ennis
SHARPSHOOTERS		Pvt. Edw. J. Regan
Cpl. Alex. Loungway	Badge	" Abraham Kramer
Art. Joseph Warner	Bar	" John Wagner
Pvt. Jos. S. Stanulis	Badge	" Harvey B. Staggs
1st Class PISTOL SHOOT		" John Balbinot
1st Sgt. Peter E. Boyle		" Stephen Tyler
		" Emil Kreig
		" Jos. Genard
		" John Siemer

2. I am submitting with this letter a requisition for the number of badges and bars.

NOTE

Requisition is submitted on Form No. 368, Ordnance Dept.

74. Quarters, Assignment of.

To: Commanding Officer.

Subject: Assignment of quarters.

1. I would request that quarters, No. 23 be assigned to me.

2. A copy of the order assigning me to duty at this station is inclosed.

1 incl.

76. Reduction of noncommissioned officers.

To: C. O., 1st Inf.

Subject: Reduction of Sergeant James Blue.

1. I would recommend the reduction of Sergeant James Blue, of this company, to the grade of private.

2. Sergeant Blue has failed in every subject in the session of the Noncommissioned Officers' School that has just ended, and he seems unable to grasp the simplest subjects. In my opinion, he is not mentally fitted to be a noncommissioned officer.

NOTE

For regulations governing reduction of noncommissioned officers, see A. R. 276/13.

77. Requisition for publications.

To: The Adjutant General of the Army.
Subject: Requisition for Publications.

1. I would request the following publications for the use of this company:

2 Officers' Manual (Moss)
10 N. C. O. Manual (Moss)
3 Manual of Interior Guard Duty.
1 Infantry Drill Regulations.

2. This is the second request that has been made for the above-named books, the first having been made under date of Dec. 10/15.

NOTE

See Bull. No. 12, W. D., 1916 and G. O. No. 21, W. D., 1916.

78. Testing of rifles by targetting.

Letter from company commander:

To: Commanding Officer.
Subject: Testing rifles by targetting.

1. I would request that the following rifles belonging to this company, be tested by targetting:

Rifle No.	Arsenal initials.
380705	S. A.
67650	S. A.
385621	S. A.

2. I have made the prescribed plug gauge tests and found that the 0.304-inch plug gauge enters freely into all the rifles. The 0.308-inch plug gauge—

Does not enter into	Enters snugly into
No. 380705	No. 285621.
67650	

NOTES

Par. 235, Ordnance Pamphlet No. 1965, "Instructions for the Care and Repair of Small Arms and Ordnance Equipment," and Bull. No. 24, 1913, as amended by Bulls. 15 and 31, 1915, cover in detail everything pertaining to the testing and replacing of unserviceable rifles and the surveys in such cases.

79. Transfer to another organization.

To: Commanding General, Eastern Department.
Subject: Transfer.

1. I would request to be transferred to the 156th Co., C. A. C.

2. My reasons for requesting this transfer are as follows: I previously served in the Coast Artillery Corps, and qualified as First-class Gunner.

Furthermore I prefer that branch of the service, as it affords better opportunity for advancement and I like the work.

3. I am serving in my second enlistment.
4. Date of current enlistment, Apr. 21/15.
5. I am married and have two children.

244. 1st Ind.

Tr. "L," 2nd Cav., Ft. Ethan Allen, Vt., Nov. 1/15. To post commander, approved.

1. Character of soldier is, "Very Good."
2. Statement of service: 3 years 128th Co., C. A. C., Mch. 15/12 to Mch. 14/15. Serving in second enlistment period since Apr. 21/15.
3. Soldier has no convictions by court-martial, nor is he under charges.
4. Soldier has sufficient funds to defray expenses incident to transfer.
5. He has not been previously transferred during current enlistment.
6. Physical condition: Good.
7. Authorized strength of the troop is 70; the actual strength is 65.

NOTES

1. In case of application for transfer to an organization under orders for tropical service, the application must be accompanied by a surgeon's certificate to the effect that the applicant has been examined and is fit physically for tropical service. (See par. 195 A. T. S. R.)
2. In case of bandsmen state instrument played.
3. The authorized strength and the actual strength of each organization should be stated.
4. In case no vacancies exist state number that will occur in near future.

80. Transportation on Army Transport.

To: The Quartermaster General of the Army.
Subject: Transportation on Army transport.

1. Having been assigned by Par. 10, S. O. 175, c. s., War Dept., to station in the Philippine Islands (or, for the purpose of enabling me to rejoin my station, Zamboanga, P. I., from leave of absence), I would request transportation from San Francisco, Cal., to Manila, P. I., on the Army transport sailing October 20, 1916.
2. I would also request transportation for the same trip for my mother-in-law, Mrs. Fowel Blow, and my servant, Miss Pearl Colorado (colored).
3. Mrs. Blow has made the journey from San Francisco to Manila once during the last two years, but my servant has made no journey on an Army transport during that time.

80 (contd.)

4. The required certificates are inclosed.

H. J. Morgan,
Capt., 70th Inf.

2 incls.

Forms of Certificates

Denver, Colo.,
Sept. 10/16.

This certifies that Mrs. Fowel Blow, my mother-in-law, is a permanent member of my immediate family, habitually resides with me and has no other home.

H. J. Morgan,
Capt., 70th Inf.

Denver, Colo.
Sept. 10/16.

1. This certifies that Miss Pearl Colorado, colored (or white), is a bona fide servant in my family and is *not* employed for the trip only.

2. I personally guarantee that if the transportation is granted, said servant will not become a public charge upon the community to which taken and will be returned to the United States when necessary, without expense to the United States.

H. J. Morgan,
Capt., 70th Inf.

NOTES

1. Whenever application is made for the oversea transportation of persons other than the immediate members of family (wife and children), a certificate like the one given above will accompany the application (Par. 111, Bull. 55 '16.)

2. When the oversea transportation of servants (male or female), is desired, a certificate like the one above must accompany the application (Sec. [3], Par. 104, Army Transport Service Regulations [added by C. A. T. S. R. No 2, 1915].)

3. Applications for transportation for members of one's family and for servants must state the number of journeys by transport that have been made by such persons within the previous two years, and if more than one has been made, the application will be denied, unless it can be clearly shown that the journey is necessary on account of illness or important and urgent business. (Par. 104, Army Transport Service Regulations.)

4. Applications for transportation for children should state full name and age

REGARDING THIS CHAPTER

(The numbers in parentheses refer to paragraphs)

How does an official letter begin? (6-1)

Where do you place the official designation of the writer, or, in the absence of any official designation, the name of the writer, and by what word, is it preceded? (6-1)

What always goes with the name of the writer? (6-1)

Where do you place the official designation, or the name of the person addressed, and by what word is it preceded? (6-1)

Where does the subject of the communication come and to how many words is it limited? (6-1)

Where does the sending office number of the communication appear? (6-1)

In the case of letter paper, what fold is devoted solely to the matter above described? (6-1)

What fold is so devoted in the case of foolscap? (6-1)

Write a short letter illustrating the above.

When typewritten, how should the body of the letter be written? (6-2)

What should the space be between paragraphs? (6-2)

How should the paragraphs be numbered? (6-2)

State when the rank and regiment, corps or department of the writer should appear after his signature, and when it should not. (6-3)

How many sides of the paper should be used and how far from the top should the writing begin? (6-5)

Where are the stamps bearing the office marks placed? (6-6)

Where are the received and the received-back stamps placed in the case of a letter? (6-6)

Where are they placed in the case of an indorsement? (6-6)

When a communication of two or more sheets is filed, where will the back of the lower fold of the sheet be? (6-6)

What does the brief of a letter consist of? (6-7)

Illustrate with a sheet of letter paper and also with a sheet of foolscap, how a letter should be folded. (6-8)

Explain how inclosures are numbered and give the proper office marks and illustrate what you mean by numbering and marking an inclosure (6-9; 7)

Where are inclosures to the original communication noted? (6-9; 7)

If others are added when an indorsement is made, where will their number be noted? (6-9; 7)

80 (contd.)

What should be added to the notation that is made on the back of the lower fold of the first sheet of the original communication? (6-9; 7)

Illustrate what you mean. (6-9; 7)

How—that is, in what series,—are inclosures to indorsements numbered? (6-9; 7)

State what notation must be made in case an inclosure is withdrawn. (6-9; 7)

What is the writing width of indorsements? (6-11;7)

Where does the first indorsement begin, and how do succeeding indorsements follow? (6-11; 7)

Show, by writing an indorsement, how the serial number, the place, the date, and to whom written, are written. (6-11; 7)

When typewritten, how are indorsements written, and with what space between paragraphs? (6-11)

How are the paragraphs numbered? (6-11)

How should routine indorsements be signed? (6-14)

How are the pages of a letter numbered? (6-15)

What should also be given in referring to an indorsement by number? (6-15)

How many carbon copies should, with certain exceptions, be made of all letters and indorsements that are typewritten and what disposition is made of the carbon copies? (6-16)

What are the exceptions in which carbon copies are not made? (6-16)

Are such carbon copies regarded as inclosures in the ordinary meaning of the word? (6-16)

How and by whom is the carbon copy retained for the office record signed? (6-16)

What should be done in regard to the name of the writer in the case of the carbon copy that is sent forward? (6-16, note)

Write a letter with two indorsements in which there is one inclosure with the original letter, one is added in the first indorsement, and one is withdrawn in the second indorsement. Show the notations and office marks on the letter and inclosures and in the indorsements. (6; 7; 8; 9)

Illustrate how letters and indorsements are headed in the following cases: (a) Brigade, (b) regiment, (c) battalion,—when forming part of a regiment and when not forming part of a regiment, (d) Company, (e) detachment.

What organizations, posts, and other administrative units are required to keep the correspondence book and the Document File? (13)

What does the Document File consist of? (13)

Upon what depends the nature and extent of the entries in the correspondence book about any letter, indorsement, or other item of correspondence? (14)

If a letter, indorsement, or other item of correspondence is completely represented in the Document File by a carbon or other copy, what is the only entry that need be made in the correspondence book? (14)

However, if a letter, indorsement, or other item of correspondence is not represented in the Document File by a carbon or other copy, what should be entered in the correspondence book? Show by an illustration what you mean. (14)

Except in cases where the item of correspondence is completely represented in the Document File, is it possible to lay down any fixed rule as to just exactly what should be entered in the correspondence book? (15)

What must be used in determining just exactly what to enter in the correspondence book? (15)

As a rule, what does the brief to be entered in the correspondence book consist of? (15)

Are indorsements entered in the correspondence book? (15)

Where are they entered? (15)

Copies of what letters, indorsements, or telegrams must *always* be entered in the Document File? (16)

Is it possible to give a fast or fixed rule about other items, especially indorsements? (16)

What would be the result of entering in the Document File copies of all indorsements on papers reaching the office? (16)

As a rule, when a paper reaches the office with several indorsements on it, what is it merely necessary to incorporate in the entry in the correspondence book? (16)

By what must we be guided in making entries in the correspondence book and what should we remember? (16)

If a paper reaches the office by a routine indorsement, should a copy of such indorsement be filed in the Document File? (16)

What notation in the correspondence book is sufficient in such a case? (16)

Explain how the items in the correspondence book, papers in the Document File, and entries in the index are numbered. (17)

Explain how items entered in the correspondence book are indexed. (18)

When many communications are received from the same official, is it necessary to index the name of the writer? (18)

80 (contd.)

How much space should be left after each entry in the correspondence book? (19)

Are communications ever entered twice in the same correspondence book? (20)

If a communication that has already been entered is returned, what entry is made? (20)

Should it be necessary to enter the same communication the second time, how should the entry be headed and what should be added after the original entry? (20)

Explain how differently numbered papers on related matters may be kept. (21)

What should always be done when a paper is withdrawn from the Document File? (22)

In what cases should only brief notations be made in the correspondence book and what should such notations consist of? (23)

What papers are destroyed as soon as received? (23-3)

Explain why it is that the serial numbers in the Document File are not complete. (23; 24)

What does the use of abbreviations accomplish? (25)

Explain the use of an office stamp in the case of a communication that is received and in the case of one that is received back. (26)

Should the notation always show the number of inclosures received? (26)

Do War Department orders direct that disciplinary measures be taken in all cases of negligence in answering official communications promptly? (27)

When, for good and sufficient reasons, it is impossible to properly answer a communication promptly, what should be done? (27)

Are post commanders responsible for the prompt return of all papers requiring answer, which are sent to the officers of their commands through them? (27)

How should official communications that are sent to the office of The Adjutant General of the Army, be addressed? (28)

Through what channel should correspondence relating to the personnel, instruction, discipline, or equipment of a company pass? (28)

Is any record made of such correspondence? (29)

Explain how communications are signed. (30)

Explain how communications are signed by staff officers. (31)

What is the difference between the expression, "Calling attention to," and "Inviting attention to"? (32)

What force have the expressions, "The commanding officer desires, etc.," "The commanding officer wishes, etc"? (33)

Should official communications be addressed to the office held or to the individual? Give an example. (34)

Should checks and postal money orders pertaining to official matters be made payable to the office held or to the individual? (34)

Should the title be used in making out personal (that is, non-official) checks? (34)

How should envelopes containing G. C. M., proceedings be marked? (35)

What should always be done when writing to civilians for information of an official nature? (35)

What should be done in regard to envelopes, if several different communications for the same person or office are to leave the office about the same time? (35)

What is the permanent address of all Army officers? (36)

From whom may stamps for foreign official mail and domestic registered mail be obtained? (37)

Explain the use of an officer's rank and regiment (or corps) below his name in official communications and in personal letters? (38)

What is the custom regarding the abbreviation of military titles and what practice is followed in The Adjutant General's Office? (39)

What is the practice of The Adjutant General's Office regarding the omission of hyphens in title designations? (40)

What *invariable* rule should be followed regarding carbon or other copies of all letters, telegrams, and other official communications that are sent? (41)

What should officers always do regarding statements made in letters they forward from enlisted men? (42)

To how many subjects should a letter refer? (43)

What do the Army Regulations say regarding the use of letters of transmittal? (44)

What precaution should be taken to prevent confidential communications from falling into the hands of persons other than those for whom they are intended? (45)

How must official communications be signed? (46)

How must signatures be written? (46)

Over whose signature is the business of a command usually transacted? (46)

When orders or instructions of any kind are given by an adjutant or adjutant general (department adjutant) what must always be stated? (46)

To whom must be addressed all official communications intended for the Secretary of War? (47a)

80 (contd.)

With certain exceptions, through whom should communications pass? (47b)

What are the exceptions? (47b)

Are verbal communications governed by the same rule? (47b)

Should necessity require a communication to be sent through other than prescribed channels, what should be stated in same? (47b)

Through what channels are communications from superiors to subordinates answered? (47b)

With the exception of certain communications, through whom must pass all communications, reports, and estimates from officers at a post and also recommendations of every nature addressed to them relating to the affairs of the post? (47c)

What must officers who forward communications *always* indorse thereon? (48)

To whom should applications for official opinions be addressed? (49)

Should opinions ever be asked on abstract questions? (49)

Is the use of red ink permitted in the records and correspondence of the Army? (50)

In case a regulation blank form is not available, may a commercial telegraph blank be used in sending an official telegram, and if so, what must be indorsed thereon? (51)

When numbers are used in reference to dates, designation, or organizations, etc., how should they be written? (52)

When are telegrams followed by official copies by mail? (53)

When may the telegraph or cable be used? (54)

What kind of telegrams should always be sent when they will serve the purpose? (55)

How should night telegrams be marked? (55)

May telegrams about leave of absence be sent as public dispatches? (57)

What should be done to reduce the number of words in a telegram to a minimum? (58)

To how many words should a telegram be reduced if possible? (58)

What is generally sufficient with respect to the name of the officer addressed, or his title, and the name of the sender? Give illustrations. (58 and footnote.)

When would special delivery be necessary to expedite the delivery of an official telegram? (59)

How should a special delivery telegram be marked? (59)

CHAPTER III
ORDERS

(See Pars. 791-806, Army Regulations.)

81. Classification. Routine administrative orders are classified, as "general orders," "special orders," and "orders."

The orders of regiments, battalions not organized into regiments, and posts, are called, "general orders," and "special orders."

General orders publish matters of importance to the whole command, which are of permanent nature or are to be constantly observed, such as hours for roll calls and duties, police regulations, etc.

Special orders are such as concern individuals or relate to matters that need not be made known to the whole command.

Orders issued by commanders of battalions forming parts of regiments, companies, or detachments are simply called "orders."

82. Numbering. All orders are numbered in separate series, each beginning with the calendar year, or the establishment of a new command.

83. "By command" and "By order." Orders issued by instructions of a general officer are signed, "By command,"—e. g., "By command of Brigadier General Smith,"—and orders issued by instructions of an officer below the rank of brigadier general are signed, "By order,"—e. g., "By order of Colonel Smith."

(Note: However, attention is invited to the fact that orders and instructions issued by instruction of the Secretary of War, are signed, "By order of the Secretary of War," and those issued by instruction of the President are signed, "By order of the President.")

83½. General forms for orders. The following show the general forms for orders:

(a) *Department.*

HEADQUARTERS EASTERN DEPARTMENT,
GOVERNORS ISLAND, N. Y.,
March 12, 1917.

GENERAL ORDERS
No. 23
(OR, SPECIAL ORDERS, No. 23)

* * * * * * * * * * * * *
* * * * * * * * * * * * *

By Command of MAJOR GENERAL WOOD:

Official:
W. A. SIMPSON,
Adjutant General,
Adjutant.

JOHN A. SMITH,
Colonel, General Staff,
Chief of Staff.

83½ (contd.)

(b) *Regimental.*

HEADQUARTERS 29TH INFANTRY,
CAMP GAILLARD, C. Z.,
May 12, 1917.

GENERAL ORDERS,
No. 23
(OR, SPECIAL ORDERS, No. 23)

* * * * * * * * * * * * *
* * * * * * * * * * * * *

By order of COLONEL SMITH:
JOHN A. SMITH,
Captain, 29th Infantry,
Adjutant.

(c) *Battalions not forming parts of regiments.*

HEADQUARTERS 1ST BATTALION, PHILIPPINE SCOUTS,
MANILA, P. I.
March 12, 1917.

GENERAL ORDERS,
No. 23
(OR, SPECIAL ORDERS, No. 23)

* * * * * * * * * * * * *
* * * * * * * * * * * * *

By order of MAJOR SMITH:
HENRY J. MORGAN,
1st Lieut., Philippine Scouts,
Battalion Adjutant.

Note. For correct use of expression "Battalion headquarters," see par. 170.

(d) *Battalion forming part of a regiment.*

1ST BATTALION, 29TH INFANTRY,
GATUN, C. Z.,
May 12, 1917.

ORDERS,
No. 13

* * * * * * * * * * * * *
* * * * * * * * * * * * *

By order of MAJOR SMITH:
HENRY J. MORRIS,
1st Lieut., 29th Infantry,
Battalion Adjutant.

(e) *Company.*

COMPANY "A," 1ST INFANTRY,
FORT HARRISON, MONT.,
March 12, 1917.

ORDERS,
No. 13

* * * * * * * * * * * *

* * * * * * * * * * * *

JOHN A. SMITH,
Captain, 29th Infantry,
Comdg.

(f) *Detachment.*

DETACHMENT CO. "A," 1ST INFANTRY,
(Or, Detachment 1st Infantry,)
MADISON BARRACKS, N. Y.,
May 12, 1917.

ORDERS,
No. 13

* * * * * * * * * * * *

* * * * * * * * * * * *

H. J. MORGAN,
2nd Lieut., 1st Infantry,
Comdg.

84. Last number of preceding series noted on first number of new series. It is customary to note on the first number of a new series the last number of the preceding series. Thus: "G. O. No. 192 is the last of the 1916 series," would be written at the top of the first order of the 1917 series.

85. Corrected copy. Whenever a corrected copy of an order is issued, it is customary to write at the top of every copy: "Corrected copy: destroy copies previously sent."

86. Skipping of a serial number. If for any reason a serial number should be skipped—i. e., the order be not issued—it is customary to publish a skeleton order so as to make the file complete. For example, if G. O. No. 52, Headquarters Eastern Department, should not be issued, the following would be published.

HEADQUARTERS EASTERN DEPARTMENT,
GOVERNORS ISLAND, N .Y.,
September 28, 1916.

87-88

GENERAL ORDERS,
No. 52.

Not issued.

87. "Model" orders. For "Model" of orders usually issued, see Pars. 127-150, for post; Pars. 162-168 for regiment; Par. 177, for battalion; Par. 219, for company.

88. Field Orders. The orders of commanders in the field, relating entirely to tactical or strategical operations, are called "field orders," forms of which are given in the Field Service Regulations.

CHAPTER IV

POST HEADQUARTERS

89. The Adjutant. An efficient Adjutant must have a general knowledge of the administrative duties of all other staff officers and of company commanders, and a special knowledge of his own duties. He must be a close student of the Army Regulations, the Drill Regulations, the Manual of Guard Duty, the Courts-martial Manual, and the manuals of the various staff departments and should read carefully all War Department, and Department orders. Under no circumstances should the Adjutant permit any other officer of the command to be better informed than he is in these subjects. Unless the Adjutant is well posted in the duties of his office, he cannot command the respect and enjoy the confidence of his fellow officers.

90. The Sergeant-Major. The Sergeant-Major must know the Army Regulations, the Drill Regulations, the Manual of Interior Guard Duty, and so much of the Courts-Martial Manual and the other War Department publications as pertain to his duties. He should read carefully *all* War Department, Department, and other orders and bulletins that may be received. He should be as well informed as the Adjutant in orders and regulations.

91. Army Regulations. The Adjutant and the Sergeant-Major should be familiar with the following paragraphs of the Army Regulations: 106-126, 129, 131-133, 135, 146-187, 189, 201-214, 240, 244, 251, 252, 262, 279, 300, 316-324, 332-448, 464-477, 484-489, 493-498, 515, 516, 593, 653, 654, 657-703, 707, 726-731, 748, 749, 751, 786-810, 811-824, 826, 828, 829, 834-877, 888, 894-914, 919, 922-944, 951-962, 969, 970, 973, 982, 987, 996-999, 1008-1012, 1018-1035, 1050-1053, 1057, 1061, 1075-1094, 1103, 1104, 1106, 1107, 1144, 1147, 1156, 1168, 1170-1173, 1175, 1177, 1178, 1181-1185, 1187, 1188, 1208, 1209-1212, 1213-1216, 1219, 1223, 1224-1226, 1229-1232, 1236, 1237, 1247, 1248, 1285, 1302, 1304, 1315, 1337, 1342, 1360, 1377, 1381, 1387, 1390, 1394, 1397-1399, 1402, 1403, 1407, 1411-1413, 1415-1417, 1419, 1424, 1427-1429, 1432, 1435, 1438, 1446, 1447, 1452, 1453, 1457-1459, 1464, 1466, 1468, 1470, 1471, 1474, 1480, 1485, 1528, 1550, 1562, 1563, 1569-1573.

92. Business routine of the Adjutant's Office. By custom the Adjutant's Office is supposed to exemplify system, order, and accuracy. Therefore, everything about the Adjutant's Office should be indicative of system, order, neatness, and thoroughness, and all business should be transacted in a prompt, systematic, businesslike manner. The duties of the Sergeant-Major, the clerks and all others connected with the office

should be clearly defined and everyone made to live up to the requirements prescribed.

93. Reduction and simplification of paperwork. See Par. 4 for suggestions regarding the reduction and simplification of paperwork connected with post administration.

LABOR-SAVING DEVICES AND CONVENIENCES

94. Delivery envelopes. An excellent system for delivering communications, orders, and other papers to officers, and getting their receipt therefor, is to use a heavy Manila envelope about 10 x 4½ inches, with the office or the officer's name written across the top and a slip of paper the size of the envelope, with one end pasted across the envelope, the office or the officer's name written across the top and a slip of paper ruled as shown below, are entered brief descriptions of the papers that are put in the envelope, and for which the officer acknowledges receipt

C. O. Co. "A", 1ST INFTY.

1916	CONTENTS	Sign
11/23	Par. 6, S. O. 184, W. D.	J.A.M
11/25	Report of Survey #02358	J.A.M
12/2	Letter A.G.O. #2868	J.A.M
12/4	Memo. Pay Day	J.A.M
12/8	D. of A. Card-Rct. Smith	J.A.M

FIG. 1

by signing his initials in the proper column. Communications for an officer are put in his envelope, which is placed in the officer's compartment of the pigeon-hole box described in Par. 4 (10). In case a paper must be delivered at once, then the envelope is sent by an orderly to the officer concerned, who initials and returns the envelope by the orderly.

INFORMATION SLIP
HEADQUARTERS CAMP GAILLARD
March 12/16.

Attached referred to:-
C. O. ---------
Quartermaster
Surgeon
Police Officer
Survey Officer
✓ Summary Court
Post Exchange Officer
Ordnance Officer
Engineer Officer
Judge Advocate

For:-
Notation and return
Necessary action
File
✓ Remark
Investigation and report
Recommendation
Correction as indicated
Information and guidance
Any objection to this detail

Morris,
Capt., 29th Infantry
ADJUTANT.

FIG. 2

95. Information Slips. Time and labor can be saved by using printed or mimeographed Information Slips about 2½ x 7 inches, per the model shown in Fig. 2, which, with the officer's name, or the office concerned and the action to be taken, checked off as indicated in Fig. 2, are attached to papers referred to officers in cases where formal indorsements are not necessary.

96. Bulletin Board. Another convenience is to have in the Adjutant's Office a bulletin board on which is posted each day a bulletin as shown below, announcing guard and other details for the following day, calling for certain information from organization commanders and others, and making various announcements; also, judge advocates post on this board notices of meetings of courts, and notices of meetings of the post exchange council are likewise posted by the president of the council. In other words, the bulletin board answers the purpose of a sort of daily official gazette. Of course, the use of such a bulletin board presupposes that an order has been issued requiring all officers to report at the Adjutant's office at a certain time daily (say, between 11:30 and noon) and examine the board.

("Model" Daily Bulletin)

Headquarters Camp Gaillard, Canal Zone

December 5, 1916

DAILY BULLETIN—NO. 292

1. Detail for tomorrow, December 6, 1916:
   Company H, 29th Infantry will be for guard.
   For officer of the day: Captain Keller.
2. Captain Butcher is detailed to audit the accounts of the Post Exchange this P. M.
3. Organization commanders will submit a list of the names of men of their organizations that desire to have dental work done. These lists will be submitted in duplicate not later than the 15th instant.
4. There will be a meeting of the POST GRADUATE SCHOOL at 2:00 P. M. this date.
5. Tomorrow, Wednesday, December 6, there will be general police of the garrison, battalion commanders supervising the police of the organizations in their battalions.
6. There will be a meeting of the POST EXCHANGE COUNCIL at the Post Exchange at 3:15 P. M., this date.
7. Major John J. Bradley is detailed as Summary Court Officer—VOCO December 5, 1916.
8. Two (2) fatigue men from each lettered company will report for fatigue to the range officer daily, except Sundays and holidays, from December 7 until further orders.
9. There will be a ball game this P. M. at 2:30—29th Infantry vs. 5th Infantry.

10. There will be a regimental practice march tomorrow, with full pack, less rations. The regiment will form at 8 A. M. in column of squads, facing west, the head of the column in front of the guard-house.
11. During the remainder of the month, Friday is set aside for regimental field work.
12. Officers leaving the post on leave will make the reports required by Par. 64, A. R.
13. Requisitions for blank forms from the A. G. Dept., for period January 1-June 30/17, to be submitted by the 28th instant.
14. Battalion commanders by making timely requests on the Surgeon will be able to secure, if desired, an ambulance and attendant to accompany their battalions on practice marches.
15. All Officers of this camp are invited to attend a "Tacky" party at Corozal, Friday night, December 8.

By ORDER OF COLONEL MALLORY:
Jas. A. Morris,
Captain, 29th Infantry,
Adjutant.

97. Rubber stamps. Self-inking rubber stamps (that is, those mounted on metal frames) are considered the most satisfactory, as the impressions are always clear, clean-cut, uniform, and well aligned. They may be obtained upon requisition on the quartermaster. The following will prove useful:

1. (Fig. 3.)
2. APPROVED.
3. Colonel, 50th Inf.,
   Comdg.
   (For commanding officer.)
4. Captain, 50th Inf.,
   Adjutant.
   (For the adjutant.)
5. TO THE QUARTERMASTER.
6. TO THE ORDNANCE OFFICER.
7. Received Hq., Fort Niagara, N. Y.
8. Received back Hq., Fort Niagara, N. Y.
9. JAN. 1, 1917.
   (Dating stamp.)

FIG. 3

97a. Dating and numbering stamp. If the office uses the card record system prescribed by G. O. 92, 1909, get a dating and numbering stamp, the following being an imprint of such a stamp:

FIG. 4

98. Four-basket system. The four-basket system consists of four wire or wicker baskets, or four light, flat, wooden boxes, kept on the Adjutant's desk and marked: "IN," "COMMANDING OFFICER," "HOLD," and "OUT."

All mail, pass-lists, and other incoming matter are placed in the "In" basket.

All papers requiring office marks, the typewriting of indorsements, or other action in the Sergeant-Major's office, as well as all communications ready for mailing, delivery, etc., are placed in the "OUT" basket, which is emptied by the Sergeant-Major from time to time during office hours.

The Sergeant-Major places in the "IN" basket all papers requiring the signature of the Commanding Officer or the Adjutant.

Papers for the signature or other action of the Commanding Officer are placed in the "COMMANDING OFFICER" basket by the Adjutant.

Communications which cannot be acted upon at once, first have entered upon them the proper office marks and are then placed in the "HOLD" basket. The contents of this basket must be examined daily.

Under no circumstances should papers be allowed to lie around loose on the Adjutant's desk. Each and every paper should be placed in its proper basket and made fast with a paper-weight.

99. Memorandum slips. Whenever the Adjutant thinks of something requiring action, but which cannot be done at the time, he should at once note the same on a piece of paper which should be placed in the proper basket. Matters, for instance, concerning which he wishes to speak to the commanding officer at some future hour should be placed in the "COMMANDING OFFICER" basket.

It is a very good thing for the Adjutant to get into the habit of devoting two or three minutes each morning immediately after reaching his desk to thinking of, or recalling, things that should be done that day or at some future time, and then make out the proper memorandum slip, or slips.

100. Adjutant Card-system "Tickler." Get an Adjutant's card-system "Tickler," which is issued by the Quartermaster Corps, like any other article of office furniture (Cir. 28, O. C. Q. M. C., 1913, pages 37 and 113). It is used—

Primarily, in connection with the prompt rendition of all reports, returns, estimates, and requisitions required by Army Regulations and orders from higher authority to be made by, to, or through post commanders.

Secondarily, as a suspended file, to recall at the proper time things to be done or matters to be considered at any time in the future.

For example:

(a) Periodical and other reports and returns to be rendered to or by the office.
(b) Communications that should be returned to or by the office.
(c) Information that should be furnished to or by the office.
(d) Orders, letters, and verbal directions requiring action by the office or by subordinates.

} By a certain time.

If, for instance, communication number 100, that should be returned to the office not later than the 20th of the month (November) is mailed Captain John A. Smith, on the 10th, then fill out and file in front of the "20" guide card a card like this:

Number of communication	To whom sent	When	To be returned	Remarks
100	Capt. Smith	Nov. 10	Nov. 20	

On the morning of the 20th, when the "19" guide card is removed from in front and placed in rear, the check card will show up.

If the communication has not been returned, just keep on advancing the filing date of the check card until the paper does return.

An alphabetical list of the names of the persons to whom communications are sent should be kept (preferably by means of cards) with the filing dates of the check cards opposite each name. For instance, after Captain Smith's name would be noted, November "20." In this manner, should the communication be returned before November 20, by reference to the alphabetical list the filing date can be ascertained at once and the check card found and removed from the file without having to look over the check cards of several dates.

A supply of check cards with proper headings should be printed, mimeographed, or hectographed.

100 (contd.)

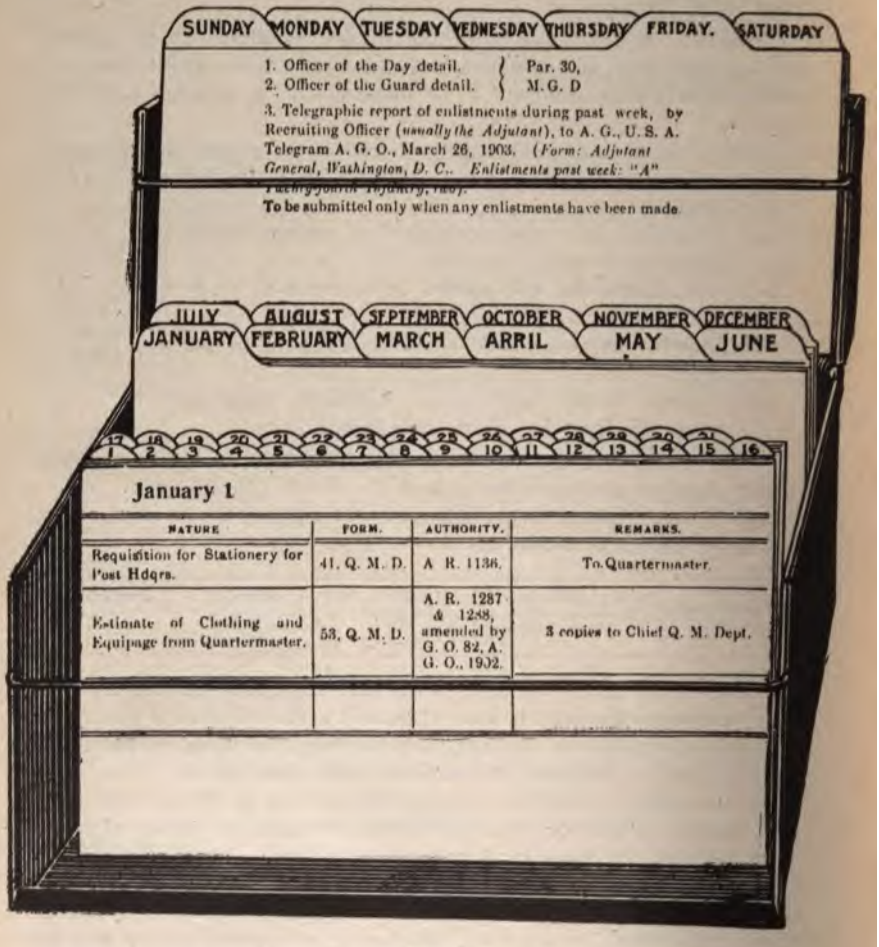


FIG. 5

(Card-system "Tickler," furnished by the Quartermaster Corps, like any other article of office furniture.)

101. Printing press. When post and regimental headquarters are located at the same station, a printing press purchased from the regimental fund, is a big convenience for printing forms, orders, concert programs, etc.

102. Duplicating devices. In case it be not possible to get a printing press, a good first-class duplicating device can be made to answer the same purpose in most cases.

103. Typewriters. It goes without saying that now-a-days no office is complete without at least one typewriting machine, which can generally be obtained from the Quartermaster Corps on memorandum receipt.

It is suggested that a Corona machine, which is used throughout the service, be obtained for field work. Not only is this machine very much less bulky and very much lighter than other machines, but it will also stand harder usage. The Corona Folding Stand adds very much to the convenience of the machine for field use.

104. Electric bells. (Generally obtainable from the Signal Corps.) The office of the Commanding Officer and the Adjutant should be equipped with electric bells, so that the sergeant-major, the clerks, orderlies, and others can be gotten without having to hollo for them. A code of rings should be devised whereby each man has an individual call.

Fig. 6.

105. Case for reference books. A flat case like the one shown in the drawing adjoining, made by the quartermaster, and in which are kept the Army Regulations, drill regulations, the various manuals, etc., may be fastened to the wall, back of the Adjutant's desk. One is also placed back of the Commanding Officer's desk, and one back of the sergeant-major's desk.

(Border is made of 1 inch material and partitions ¼ inch material; receptacles 2¼ inches deep; the rods "A" and "B" extend out ½ inch from face of case; the grooves are 2 inches deep and 1½ inches wide.)

106. Indices of current orders and bulletins. A convenient and satisfactory way of keeping indices of the current series of all orders and bulletins, is by means of cards, as shown in this cut:

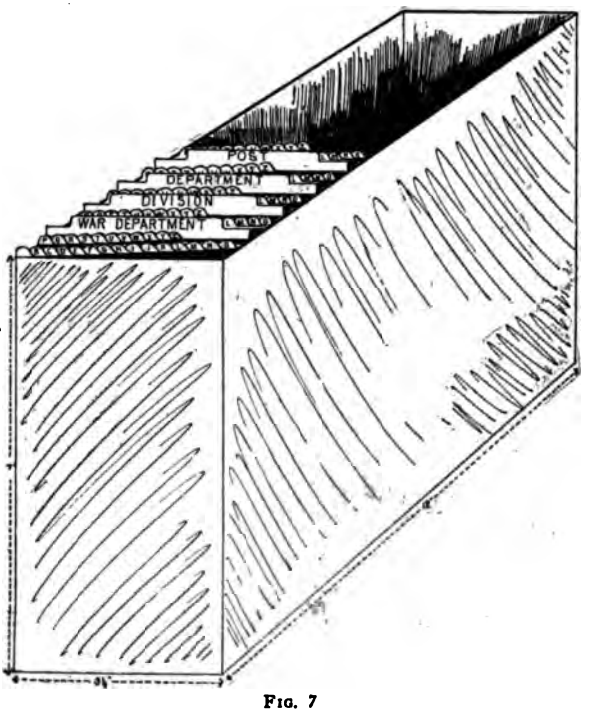


FIG. 7

The day received, all orders and bulletins are indexed on cards by the sergeant-major or someone else especially charged with the work.

107. Useful forms. The use of the following printed or mimeographed forms will save considerable labor:

Fort Harrison, Mont.,

..... 1917.

Officer of the Day:

Private .....

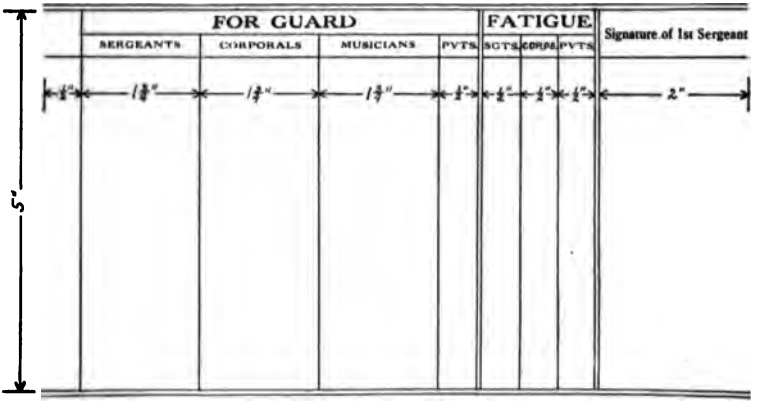
Co. "—," 50th Inf., having been tried and not awarded any confinement, the Commanding Officer directs that he be released from the guardhouse and reported to his company for duty.

.....

Capt., 50th Inf.,
Adjutant.

DETAILS FOR TO-MORROW

.....1906

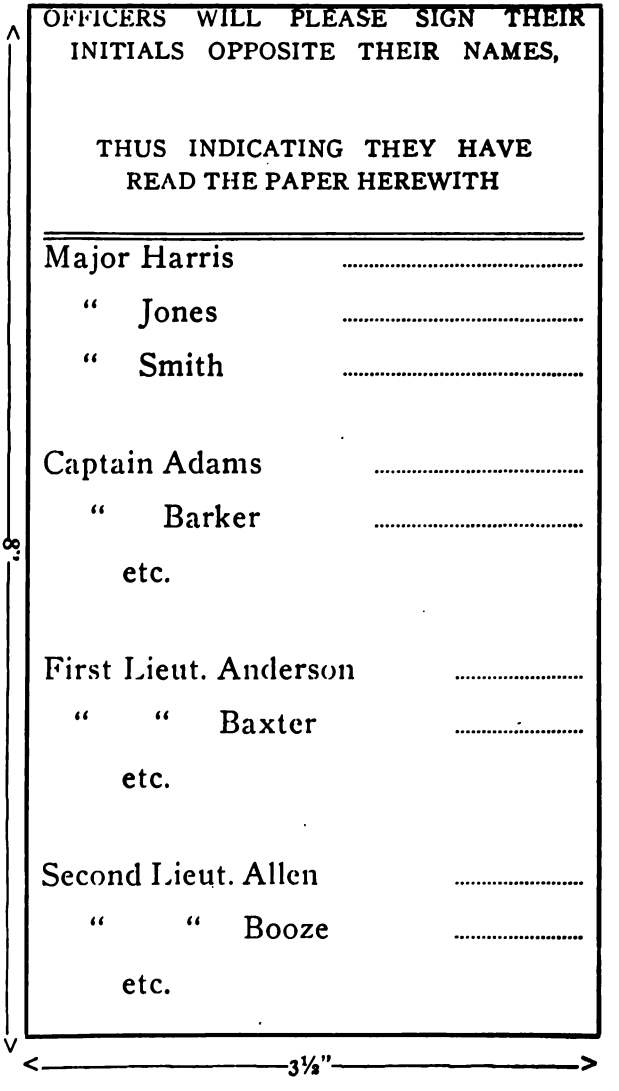


Remarks:.....

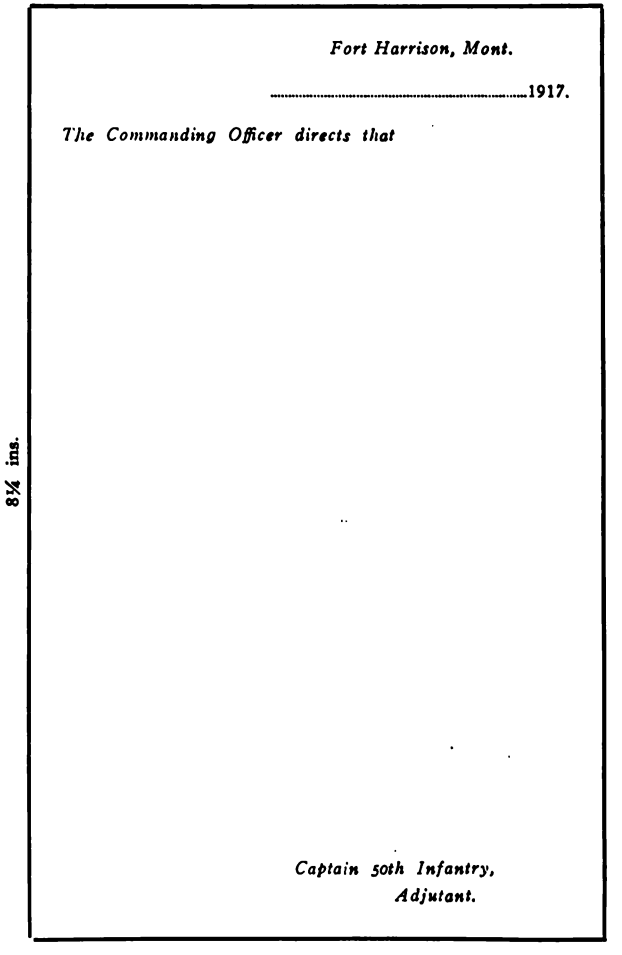
.....

.....
Sergeant Major, 24th Infantry.

107 (contd.)

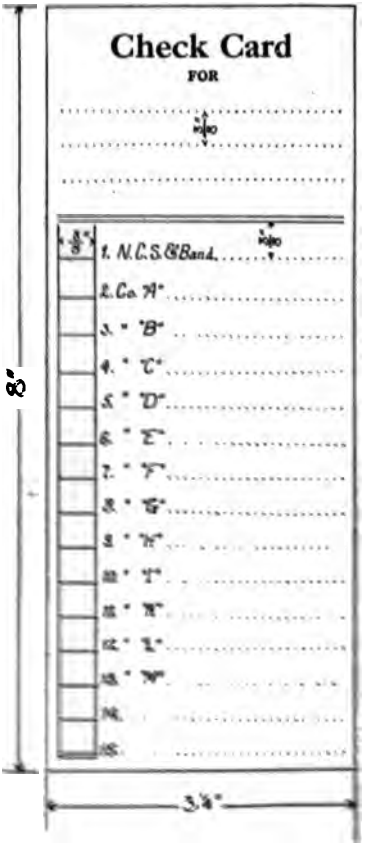


To contain in rank groups and alphabetically arranged the names of all the officers in the Post. This slip is attached to circulars, etc., to be shown to the officers of the command.



(Another convenient blank is the same as the above, substituting "Memorandum for" for "The Commanding Officer directs that.")

107 (contd.)


Check Card
FOR
1. N.C.S. & Band.
2. Co. "A"
3. " "B"
4. " "C"
5. " "D"
6. " "E"
7. " "F"
8. " "G"
9. " "H"
10. " "I"
11. " "K"
12. " "L"
13. " "M"
14.
15.
8"
3¾"

108. Blank forms. A supply of the blank forms named below should be kept on hand in a suitable case, with labeled compartments.

Furnished by the Adjutant General's Department.

In addition to those named in Pars. 209-213 and 229, in the case of company and recruiting officers, the following forms should be kept on hand:

No.

23. Return of General Prisoners.
27. Post Return (with model.)
27a. Extra sheet to Form No. 27.
60. Interrogatories and Depositions. (Kept on hand for convenience of judge-advocate.)
64. Monthly Report of Chaplain.
76. Subpoena for Civilian Witness. (Kept on hand for convenience of judge-advocate.)
77. Subpoena for Deposition, Civilian Witness. (Kept on hand for convenience of judge-advocate.)
132. Subpoena Duces Tecum, Civilian Witness. (Kept on hand for convenience of judge-advocate.
144. Annual Report of Books.
230. Certificate of Proficiency, Officers' Garrison School.
272. Warrant of Attachment. (Kept on hand for convenience of judge-advocate.)
329. Report of Adjutant on Sergeant-Major (C. A. C.) (Kept on hand only at artillery posts.)
336. Consolidated Morning Report.
338. Guard Report.
338-1. Guard Report. (Extra sheets.)
377. Report of Physical Examination and Test, Field Officers. (Kept on hand for convenience of surgeon.)
378. Report of Physical Examination and Test, Captains and Lieutenants. (Kept on hand for convenience of surgeon.)
387. General Prisoners, Report of.
423. Preference Card. (Kept on hand for convenience of officers.)
429. Efficiency Report.
470. Record of Detached Service. (Kept on hand for convenience of officers.)
470-1. Record of Detached Service—Model. (Kept on hand for convenience of officers.)
519. Officers' Report of Detached Service. (Kept on hand for convenience of officers.)

Furnished by the Quartermaster Corps.

Same as in case of a company, Par. 211, except Q. M. C. Forms Nos. 207a, 213, 213a.

Furnished by the Inspector General's Department.

Same as in case of a company, Par. 213.

109. BOOKS AND RECORDS. (See A. R., 211.) The following books and records are required to be kept:

110. Correspondence Book, or Record-Card System. A Correspondence Book, with index, is kept at each post which is not required to keep the record card system prescribed in G. O. 92/09. (G. O. 109/06.) See Par. 11, for description of the record card system, and Pars. 13-24, for description of the Correspondence Book and Document File.

111. Document File. A Document File is always kept in connection with the Correspondence Book, when such a book is kept. (G. O. 109/06.) See Pars. 13, 16, 17, 21, 22, and 24, for description of the Document File.

112. Consolidated Morning Report. (Form 336, A. G. O.) This report is consolidated daily from all the company and detachment morning reports. (A. R. 211; Cir. 33/08; G. O. 194/09.)

113. Daily Sick Report. (From 339, A. G. O.) On the Daily Sick Report are entered the names of members of the Post Noncommissioned Staff requiring medical attention, and of such officers who do not belong to any organization and who are excused from duty because of sickness.

114. Guard Roster. When a single organization furnishes the guard, a roster of organizations will be kept by the sergeant-major under the supervision of the adjutant. (Par. 11, M. I. G. D.) When the guard is detailed from several organizations, rosters will be kept by the adjutant, of officers of the day, and officers of the guard by name; by the sergeant-major, under the supervision of the adjutant, of sergeants, corporals, musicians, and privates of the guard by number per organization. (Par. 12, M. I. G. D.) The model and instructions in the front of Form 342, and appendices "A" and "B," Manual of Interior Guard Duty, show how duty rosters are kept.

115. Files of orders. Files of all orders and bulletins received. (A. R. 211.) Also, a file of all orders issued.

116. Guard Report. (Form 338. A. G. O.) This report is submitted to the post commander daily by the officer of the day. It gives the names of the members of the guard and prisoners, and a statement of any

unusual occurrence with which the guard or any part is in any way concerned. (A. R. 211.)

117. Post Exchange Council Book. In this book are entered the proceedings of the meetings of the post exchange council. (A. R. 211.) In practice the book is kept at the post exchange and is brought to post headquarters after each meeting of the council, for the post commander's action on the proceedings.

118. Memorandum Receipts. Memorandum receipts showing all articles of quartermaster property obtained from the quartermaster for the use of the office. (A. R. 281 and 1092.)

119. Plat of land at post. There will be kept a copy of the plat of land at the post. (A. R. 708.)

120. Desertion circulars. Desertion circulars are sent to the commanding officers at military posts with a view to the prompt identification of any deserter that may be delivered there and are not intended to be recorded or filed under the provisions of G. O. 92, W. D., 1909. The desertion circulars sent to a post will, however, be kept on file at post headquarters and will be arranged in alphabetical order, or indexed, so that the circular containing the description of any particular deserter can be found readily when wanted. (Cir. 3, 1910.)

121. School records. In some departments those in immediate charge of the various schools are required to keep, under the supervision of the post commander, such records as will enable inspectors to determine the nature and scope of the work. Ascertain if there are any special requirements in your department and, if so, see that they are complied with.

122. Returns and reports. Copies will be kept of all returns and reports. (A. R. 211.) The Adjutant General's office furnishes a "Model" showing how the Post Return should be prepared.

123. Records of Post Noncommissioned Staff and others not belonging to organizations. The records of post noncommissioned staff officers and of other enlisted men not belonging to organizations serving at the post will be kept at post headquarters, and as provided for companies. (A. R. 211.) (See par. 207.)

124. Summary and Special Court-Martial records. Copies of charges tried by summary and special courts are filed at post headquarters. (Note 3 on Charge Sheet,—Form No. 594, A. G. O.)

125. Books of reference. The following-named books of reference should be kept in the office:

Army Register.
Army Regulations.
Army Transport Regulations.
Compilation of General Orders, Circulars and Bulletins of War Department (1881 to 1915).
Digest of Opinions, Judge Advocate General.
Drill Regulations.
Field Musicians' Manual (Canty).
Field Service Regulations.
Guide for Inspectors-General.
Instructions for the Care and Repair of Small Arms and Ordnance.
Equipment. (Ordnance Pamphlet No. 1965.)
Manual of Field Engineering.
Manual for Courts-Martial.
Manual for Medical Department.
Manual of Interior Guard Duty.
Manual of Physical Training.
Military Laws of the United States.
Military Reservations, etc.—Title and Jurisdiction.
Officers' Manual. (Moss.)
Ordnance Property Regulations.
Price List of Ordnance and Ordnance Stores. (Ordnance Pamphlet No. 1897.)
Quartermasters' Manual.
Regulations for Field Firing and Proficiency Test.
Regulations for Field Maneuvers.
Regulations for Regular Army Reserve.
Rules of Land Warfare.
Signal Book, U. S. Army.
Small-Arms Firing Manual.
Soldiers' Handbook.
Supply and Allowance Tables. (Ordnance Pamphlet No. 1970.)
Tables of Organization.
Uniform Regulations.
Uniform Specifications.
Unit Equipment Accountability Manual.

126. "MODELS" OF SPECIAL ORDERS. The "models" that are given in pars. 127-137 are the usual routine Special Orders issued by a post headquarters. For forms of orders, see Par. 83½.

127. Audit of Post Exchange accounts and taking of stock. Under the provisions of Par. 5, Post Exchange Regulations, 1st Lieut. John Smith, 50th Inf., is detailed to make an inventory of the stock, cash, and fixtures of the Post Exchange, and 2nd Lieut. H. R. Harris, 50th Inf., is detailed to audit the accounts of the Post Exchange for the month of March.

(Note.—Although at some posts it is customary to issue a formal special order for the above details, at other posts the simpler and equally effective method is followed of merely announcing the details on the daily bulletin referred to in Par. 96.)

128. Boards of officers.

(a) Under the provisions of A. R. 163½, a board of officers consisting of—

Captain John C. Miller, 50th Infantry,
Captain H. S. Wade, 50th Infantry,
1st Lieut. Jas. A. Hall, 50th Infantry,

is appointed to meet at this post at 10 o'clock A. M. tomorrow, the 29th instant, or as soon thereafter as practicable, to investigate into and report upon, the death from other than natural causes, of Private John Smith, Co. "A," 50th Infantry.

The proceedings will be submitted in duplicate.

(b) *Cutting down trees.* Under the provisions of A. R. 213, a board of officers consisting of—

Lieut. Col. W. H. Hunter, 50th Infantry,
Major Charles C. Hatfield, Q. M. Corps,
Major Thomas J. Lewis, 50th Infantry,

is appointed to meet at this post at 10 o'clock A. M., tomorrow, the 18th instant, or as soon thereafter as practicable, to report upon the advisability of cutting down certain live trees on the east side of the reservation, on the site selected for use as a post garden.

(c) *Investigation of shooting.*

A board of officers consisting of—

Captain John C. Miller, 40th Infantry,
Captain Harold S. Wade, 40th Infantry,
1st Lieut. James A. Hall, 40th Infantry,

is appointed to meet at this post at 10 o'clock A. M., tomorrow, the 29th instant, or as soon thereafter as practicable, to investigate and report upon the circumstances connected with the shooting of Private Warren C. Bone, Company "C," 50th Infantry, on the target range this date.

The proceedings will be submitted in duplicate.

128 (contd.)

(d) *Loss of funds.*

A board of officers consisting of—

Major Walter R. Case, 50th Infantry,
Captain Robert S. Barber, 50th Infantry,
1st Lieut. Charles M. Stone, 50th Infantry,

is appointed to meet at this post at 1 o'clock P. M., today, or as soon thereafter as practicable, to investigate and report upon the circumstances connected with the loss of two hundred dollars ($200) pertaining to the fund of Company "G," 50th Infantry, and make recommendation as to the responsibility therefor. (A. R. 321.)

The proceedings will be submitted in duplicate.

(e) *Loss of private property in military service.*

Under the provisions of A. R. 726, a board of officers consisting of—

Capt. U. S. Lee, 40th Inf.,
Capt. R. E. Grant, 40th Inf.,
2nd Lt. Philip Forrest, 40th Inf.,

is appointed to meet at this post at 2 P. M., May 15, 1916, or as soon thereafter as practicable, to investigate, report upon, and fix the value of one pair of private field glasses alleged to have been stolen from Capt. John A. Smith, 40th Inf., on or about May 12, 1916.

The proceedings will be submitted in duplicate.

(f) *Marking examination papers.*

A board of officers consisting of—

Captain John C. Miller, 40th Infantry,
Captain Harold S. Wade, 40th Infantry,
1st Lieut. James A. Hall, 40th Infantry,

is appointed to meet at this post, at such times as may be necessary, to mark the examination papers of the officers taking the examinations in the various subjects of the Garrison School for Officers, current school year, which will be referred to the board from this office.

The proceedings will be submitted in duplicate.

(g) *G. O. 31, 1912.*

Under the provisions of paragraph 3, General Orders, No. 31, War Dept., 1912, a board of officers is appointed to meet at this post at 1:30 P. M., November 29, 1915, or as soon thereafter as practicable, to examine into and make recommendations in the case of Corporal John Smith, Co. "C," 50th Infantry, he having been found by the Surgeon sick "not in line of duty" while sick in hospital, and such finding being not concurred in by the company commander.

Detail for the board:

Captain James A. Ross, 50th Infantry,

Captain Thomas W. Burke, Medical Department,
1st Lieut. John W. Lott, 50th Infantry.

The proceedings will be submitted in duplicate.

(h) *Paragraph 148 A. R.*

Under the provisions of A. R. 148, a board of officers is convened to meet at this post at 10 o'clock A. M., March 27, 1916, or as soon thereafter as practicable, to determine whether Private James C. Carroll, Co. "A," 71st Infantry, should or should not be recommended for reënlistment and the kind of discharge that should be given him under the provisions of paragraph 150, A. R.

Detail for the board:
Captain William Adams, 71st Infantry,
1st Lieut. John Banks, 71st Infantry,
2nd Lieut. James Carr, 71st Infantry.

The proceedings will be submitted in duplicate.

(i) *Paragraph 148½ A. R.*

Under the provisions of A. R. 148½, a board of officers consisting of—

Capt. U. S. Lee, 40th Inf.,
Capt. R. E. Grant, 40th Inf.,
2nd Lieut. Philip Forrest, 40th Inf.,

is appointed to meet at Gatun, C. Z., at 2 P. M., February 17, 1916, or as soon thereafter as practicable, to determine whether or not Private Peter Pann, Co. "A," 40th Inf., should be discharged prior to the expiration of his term of enlistment on account of habits or traits of character which serve to render his retention in the service undesirable.

The attention of the board is invited to Par. I, Bull. 16/15.

The proceedings will be submitted in duplicate.

(j) *Par. 30, A. R.*

Under the provisions of A. R. 30, a board of officers to consist of—

Major G. H. Smith, 1st Inf.,
Capt. S. B. Craft, 1st Inf.,
Capt. L. A. Grant, Medical Corps,
1st Lieut. C. J. Cole, 1st Inf.,

is appointed to meet at this post as soon as practicable after March 1, 1916, to conduct the examination of such candidates as may be authorized to appear before it for preliminary examination for appointment as second lieutenants of the Army.

(k) *Par. 465, A. R.*

In compliance with A. R. 465, a board of officers consisting of—

Major T. C. Jones, Medical Dept.,

Capt. R. O. Russell, Medical Dept.,
Capt. F. E. Purcell, Medical Dept.,

is appointed to meet at this post at 10 o'clock A. M., tomorrow, Sept. 18, 1916, for the purpose of making a critical examination and report upon the mental condition of Pvt. John Smith, Co. "D," 50th Inf.

The proceedings of the board will be submitted on Form 484, A. G. O.

(1) *709 A. R.*

In compliance with A. R. 709, a board of officers to consist of—

Major J. C. Cole, 50th Inf.,
Capt. A. S. Wilson, 50th Inf.,
Capt. C. E. Miller, 50th Inf.,

is appointed to meet at this post at 10 o'clock A. M., tomorrow, the 19th, or as soon thereafter as practicable, to report upon the estimated damage and cost of repairs to building No. 88, damaged by fire on the 18th instant. (In case damage is not due to natural cause, add, the board will make a thorough investigation with a view to fixing the responsibility for the damage or destruction of the building and make such recommendations as may be necessary.)

129. Extra Duty.

(a) *Detail.* Private William Smith, Co. "A," 50th Infantry, is detailed on extra duty as switch-board operator, and will report to the signal officer for duty.

(b) *Relief.* Private William Smith, Co. "A," 50th Infantry, is relieved from extra duty as switch-board operator, and will report to his company commander for duty.

(c) *Detail* and Relief. Private Samuel King, Co. "B," 50th Infantry, is detailed on extra duty as switch-board operator, relieving Private William Smith, Co. "A," 50th Infantry, effective this date.

Private King will report without delay to the signal officer and Private Smith to his company commander.

(d) *Retroactive.*

(a) Private Samuel Jones, Co. "A," 50th Infantry, having been employed continuously as switch-board operator since September 1, 1916, is hereby detailed on extra duty in that capacity to date from that date.

(b) The verbal orders of the commanding officer of September 1, 1916, detailing Private Samuel Jones, Co. "A," 50th Infantry, on extra duty as switch-board operator are hereby confirmed and made of record as of that date.

130. Leave of absence.

(a) *Ordinary.*

Leave of absence for ten days, effective October 3, 1916, is granted 1st Lieut. John Smith, 55th Inf.

(b) *Exceptional circumstances.*

Under exceptional circumstances, leave of absence for one month, effective on or about March 12, 1916, is granted Capt. John Smith, 65th Inf.

(c) *Sickness.*

(1) In compliance with authority given by indorsement, Hq. Eastern Dept., May 12, 1916, leave of absence for one month, on account of sickness, is granted Capt. John Smith, 75th Inf.

(2) On Surgeon's certificate of disability, sick leave for one month, effective on or about May 12, 1917, is granted 1st Lieut. John A. Smith, 50th Inf.

(d) *With permission to apply for extension.*

Leave of absence for one month, effective March 12, 1917, with permission to apply to the proper authority for an extension of one month, is granted 2nd Lieut. John Smith, 45th Inf.

131. Permission to hunt. Permission to hunt for ten days., effective about Oct. 3/16, is granted 1st Lieutenant Paul Jones, 55th Inf. Attention is invited to A. R. 65.

132. Prisoner transported to place of confinement. In compliance with Par. 6, G. C. M. O. No. 150, Hq. E. Dept., 1916, Sergt. John A. Smith, Co. "A," 1st Inf. (as guard), will conduct General Prisoner Charles A. Jones to the Pacific Branch of the U. S. Military Prison, Alcatraz, Cal., turning him over upon arrival to the commanding officer, and securing proper receipt for the prisoner and his effects.

Upon delivery of the prisoner and the papers in his case, Sergeant Smith will return to his proper station.

The Quartermaster Corps will furnish the necessary transportation.

One day's cooked rations for guard and prisoner will be furnished by Co. "A," 1st Inf.

The travel directed is necessary in the public service.

133. Probation for remainder of term of confinement. Under the provision of A. R. 943 (amended by Changes No. 12), Pvt. John Smith, Co. "A," 1st Inf., is put on probation for the remainder of the term of confinement adjudged him by sentence of Summary Court, approved March 12, 1916.

He will be reported to his company commander without delay.

133a. Removal of charge of desertion. (See par. 325 [7].)

The charge of desertion against Pvt. John Smith, Co. "A," 1st Inf., by reason of his unauthorized absence from Sept. 29/15 to Oct. 19/15, is set aside as having been erroneously made.

134. Summary court sentence remitted.

(a) *Excess of legal limit.*

The sentence in the case of Private Henry Page, Co. "C," 50th Infantry, awarded by summary court, approved September 16, 1916, being in excess of the maximum punishment authorized, that part in excess of forfeiture of ten days' pay per month for two months is remitted, and will be refunded to the soldier on next pay roll of his company.

(b) *Unexpired portion of confinement.*

The unexpired portion of the confinement part of the summary court sentence in the case of Private Samuel Jones, Co. "A," 50th Infantry, approved Sept. 7/16, is remitted. He will be released from confinement and reported to his company commander for duty.

(c) *Upon recommendation of company commander.*

Upon the recommendation of his company commander and on account of his good conduct, one month's hard labor and a forfeiture of two-thirds of his pay for the same period, is remitted in the case of Pvt. John Smith, Co. "A," 1st Inf.

135. Special Court-martial.

(a) *Appointing court.*

Special Court-martial. A special court-martial is appointed to meet at this post at 10 o'clock A. M., tomorrow, the 4th instant, or as soon thereafter as practicable, for the trial of such persons as may be properly brought before it.

Detail for the Court:

Captain William S. Mitchell, 50th Infantry,
Captain John R. Williams, 50th Infantry,
1st Lieut. Roy A. Stillman, 50th Infantry,
2nd Lieut. Stephen S. Summer, 50th Infantry, Judge Advocate.

(b) *Detailing and relieving member.*

Capt. H. C. Smith, 1st Inf., is detailed as a member of the Special Court-martial convened by Par. 1, S. O. No. 145, c. s., these headquarters, vice 1st Lieut. John Jackson, relieved.

(c) *Publication of sentence.*

Before a special court-martial convened at this post pursuant to paragraph 3, Special Orders, No. 33, c. s., Post, was arraigned and tried:

Private John Smith, Co. "A," 50th Infantry.

Charge I. Conduct to the prejudice of good order and military discipline.

Specification. In that Private John Smith, Co. "A," 50th Infantry; while under systematic treatment at the post hospital for venereal disease,

and having been ordered to take such treatment by Captain A. J. Auger, Medical Department, did refuse to do so.

This at Madison Barracks, N. Y., August 25, 1916.

Charge II. Absence without leave, in violation of the 32nd Article of War.

Specification. In that Private John Smith, Co. "A," 50th Infantry, did absent himself from his company, without leave from his commanding officer, from about 7:00 A. M., August 11, 1916, to about 11:00 P. M., August 23, 1916.

This at Madison Barracks, N. Y.

PLEAS:

To the Specification, Charge I....."Not Guilty"
To Charge I....."Not Guilty"
To the Specification, Charge II....."Guilty"
To Charge II....."Guilty"

FINDINGS:

Of the Specification, Charge I....."Guilty"
Of Charge I....."Guilty"
Of the Specification, Charge II....."Guilty"
Of Charge II....."Guilty"

SENTENCE:

To be confined at hard labor at such place as the reviewing authority may direct for four (4) months, and to forfeit ten (10) days' pay per month for a like period. (Evidence of five previous convictions considered.)

The sentence in the foregoing case of Private John Smith, Co. "A," 50th Infantry, is approved and will be duly executed at the station of his company.

136. Sub-committee of noncommissioned officers (post exchange). Under the provisions of Par. 6, Post Exchange Regulations, a sub-committee of noncommissioned officers will meet at the office of the Post Exchange, at 2 P. M., March 3, 1916.

Detail for the Sub-committee:

Drum Major John A. Smith, Hdqrs. Co.;
Sergt. H. V. Jones, Q. M. Corps;
Sergt. 1st Class R. R. Harris, Hospital Corps;
Sergt. Joseph Sandoz, Co. "A";
Etc., Etc., Etc.

137. Travel.

(a) *Change of station incident to appointment as Regimental Supply Officer.*

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In compliance with telegraphic instructions from Hdqrs. Eastern Dept., dated September 12, 1916, Captain John A. Smith, 40th Infantry, will proceed to Fort Ontario, New York, with a view to his appointment as Regimental Supply Officer.

The travel directed is necessary in the military service.

(b) *Ordered to Department Headquarters for duty as messenger; commutation of rations.*

In compliance with authority contained in 1st Indorsement, Headquarters Eastern Department, September 17, 1916, Corporal Charles Swamson, Co. "D," 50th Infantry, will proceed to Governors Island, New York, reporting upon arrival to the Department Adjutant for duty as messenger.

The Quartermaster Corps will furnish the necessary transportation, including commutation of rations, in advance, for one man for one day, it being impracticable for him to carry rations of any kind.

The travel directed is necessary in the military service.

(c) *Recruit sent to proper station.*

In compliance with A. R. 877, Recruit Arthur C. Johnson, enlisted at this post for Headquarters Company, 40th Infantry, pursuant to authority from the Adjutant General's Office, dated September 15, 1916, will proceed to Madison Barracks, New York, reporting upon arrival to the commanding officer.

The Quartermaster Corps will furnish the necessary transportation.

One cooked meal will be furnished from the mess of Co. "A," 46th Infantry.

The travel directed is necessary in the military service.

(d) *Returning to proper station soldier without funds and absent without leave.*

In compliance with instructions from Headquarters Western Department, dated September 15, 1916, Private John Smith Co. "A," 50th Infantry, having reported at this post from absence without leave, and with no funds with which to provide transportation to join his company, will proceed by the first available transportation to Vancouver Barracks, Washington, reporting upon arrival to the commanding officer.

The Quartermaster Corps will furnish the necessary transportation, the cost of which will be reported to his company commander to be charged against the soldier on the next pay roll of his company in compliance with A. R. 1111 and 1236.

(e) *Sent to School for Bakers and Cooks.*

In compliance with instructions contained in letter from Headquarters Eastern Department, dated September 1, 1916, Corporal William S. Hamilton, Co. "D," 50th Infantry, will proceed to Washington Barracks, D. C.,

reporting upon arrival to the commanding officer to enter the next class taking the course of instruction at the School for Bakers and Cooks.

The soldier will take with him his trunk locker, blankets, and overcoat, and will be provided with sufficient clothing to last him for four months,

The company commander will enter on the descriptive list the nature of the instruction which this soldier is to receive, and will forward the descriptive list to the commanding officer, Washington Barracks, D. C., on date of departure of soldier from post.

The Quartermaster Corps will furnish the necessary transportation, and will pay, in advance, communtation of rations for one man for one day, it being impracticable for this soldier to carry rations of any kind.

(f) *Transfer of enlisted man.*

Pursuant to authority contained in indorsement, Hdqrs. Eastern Department, dated September 16/16, Private Fred C. Drake, Company "E," 50th Infantry, is transferred to the 128th Co., C. A. C., and will proceed to Fort Hamilton, N. Y., reporting upon arrival to the commanding officer for duty.

The expenses of the transfer will be borne by Private Drake and transportation will not be furnished him.

(g) *Transfer of insane soldier to Government Hospital.* (See Par. 325-c, 5, and 6.)

In compliance with telegraphic instructions from the Adjutant General's Office, dated Washington, D. C., March 21, 1916, Sergeant Henry T. Kline, Co. "D," 50th Inf., will take charge of and conduct Private John Smith, Co. "A," 50th Inf., to the Government Hospital for the Insane, Washington, D. C.

After leaving the patient at the hospital Sergeant Kline will report to The Adjutant General of the Army for further instructions.

The Quartermaster Corps will furnish the necessary transportation, including return transportation for Sergeant Kline. Commutation of rations for two men for six days en route to Washington, and for one man for six days returning to station, will be paid in advance, it being impracticable to carry rations of any kind. The commutation for Pvt. Smith will be paid to, and receipted for, by Sergeant Kline.

Sleeping car accommodations will be furnished, the Surgeon having certified to the necessity therefor.

The journey is necessary for the public service.

[NOTE.—In connection with sleeping car accommodations, see 6 and 7 A. R. 1128.)

149. Service and roll calls.

The following list of service and roll calls will take effect January 1, 1917:

FORENOON

	Week days except Saturdays	Saturdays	Sundays and Holidays
Reveille			
1st Call	5:45	5:45	None
Marches	5:55	5:55	None
Reveille and assembly	6:00	6:00	None
Mess (Breakfast)	6:15	6:15	7:30
Sick Call	6:45	6:45	8:00
Fatigue	7:00	7:00	None
Drill			
1st Call	7:20	None	None
Assembly	7:30	None	None
(Companies will be dismissed from drill in the discretion of company commanders, but not before 10 o'clock.)			
Inspection			
1st Call		7:50	
Assembly		8:00	
Guard Mounting			
1st Call	11:20	8:50	8:50
Assembly	11:30	9:00	9:00
(On week days, guard mounting will be informal; on Sundays and holidays, formal.)			
Church Call			10:20
1st Sergeants' Call	11:30	11:30	11:30
Recall from fatigue	11:30	11:30	None
Mess. (Dinner)	12:00	12:00	12:00

AFTERNOON

Fatigue			
For prisoners and men undergoing punishment	1:00	1:00	None
for all others	2:00	2:00	None
Recall from fatigue	4:30	4:30	None
Mess (Supper)	5:15	5:15	5:15
Retreat			
1st Call	5:45	5:45	5:45
Assembly	5:55	5:55	5:55
Retreat	6:00	6:00	6:00
Church Call			7:20
Tattoo	9:00	9:00	9:00
Call to Quarters	10:45	10:45	10:45
Taps	11:00	11:00	11:00

WEDNESDAYS. Parade:

1st Call, 5:40 P. M.

Assembly, 5:50 P. M.

School Call (Officers' School), 2 P. M.

THURSDAYS. Church Call: 7:20 P. M.

TUESDAYS, WEDNESDAYS, AND THURSDAYS. School Call: 2 P. M.

(Post School for Enlisted Men will be dismissed at 3:30 P. M.)

4. Promptly notify (1) the pumping engineer, (2) the fire marshal, (3) the assistant fire marshal, and (4) the commanding officer.

(d) **All buglers** will repeat the call as sounded.

PROCEDURE IN CASE OF FIRE

Upon an alarm of fire the following procedure will be observed:

(a) **The fire marshal and his assistants** will at once proceed to the scene of the fire. The fire marshal will take charge, or in his absence, the senior assistant.

(b) **The officer of the day** will at once proceed to the scene of the fire, and in the absence of the fire marshal and his assistants, will take charge.

(c) **All members of the permanent fire detail** will report at once at the fire station, and have the reel cart, the fire engine, and the hook and ladder ready to be taken out on arrival of the details. They will endeavor by telephone to discover the exact location of the fire, furnish information thereof, and carry out any special instructions given by the fire marshal.

(d) **The fire engine and the hook and ladder** will be taken to the scene of the fire.

(e) **All reel carts, except those at the corral and Lirio Mills** will be taken to the scene of the fire.

(f) **The reel cart detail for Lirio Mills** will at once repair to its station. If the fire is at Lirio, Lirio Mills, or Golden Green, it will proceed to the scene of fire. If the fire is elsewhere, the detail will remain at station, in reserve, until ordered out, or until the recall is sounded.

(g) **The reel cart detail for the corral** will at once repair to its station, and remain there, in reserve, until ordered out or until the recall is sounded.

(h) **All hose details** will repair to their stations, and take the hose, except that at the corral and Lirio Mills, to the place of fire when in their districts. When not in their districts they will remain at station, in reserve, until dismissed or recall is sounded.

(i) **The hose detail for the corral** will remain there, in reserve, until ordered out or until the recall is sounded.

(j) **The hose at Lirio Mills** will remain there, in reserve, until ordered out or until recall is sounded.

(k) **The bucket detachments** will form with their buckets, and proceed to the place of fire, if in their districts. If not in their districts, they will remain formed, in reserve, until called out, or until the recall is sounded.

(l) **All fire extinguishers and hand grenades** within the district in which the fire occurs will be taken to the scene of fire, but only such will be used as may be directed by the fire marshal or his assistants. The fire extinguishers in the other districts will be held in reserve until called for, or until the

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(m) **Prisoners** will be taken at once to the guard house.

(n) **All enlisted men on special duty** will report at their places of duty.

(o) **All civilian employes** will report at their places of duty.

(p) **The plumber, the electrician sergeant, and a carpenter designated by the quartermaster,** will report to the fire marshal with tools necessary to cut or plug water pipes, to cut wire, and a cross cut saw to saw heavy timber.

(q) **The guard.** The main guard will be formed at the guard house. Members of the guard at sub-posts will form at their respective posts.

(r) **A surgeon,** accompanied by a litter squad from the Medical Department, will report to the fire marshal at the scene of the fire.

(s) **All officers** will attend fires and fire drills. Officers belonging to companies having no specific duties will remain with their companies as provided in par. (u), below.

(t) **The adjutant, quartermaster, and chaplain** will report to the commanding officer at the scene of fire.

(u) **All organizations and parts of organizations having no specific duties** will be formed on their respective parades and await orders.

(v) **Four men from each company,** in addition to the cooks, room orderly and noncommissioned officer in charge of quarters, will remain at their respective barracks until recall is sounded.

(w) **In case of fire in Golden Green or Lirio** all reel carts in the 1st District and at the fire station, the fire engine and the hook and ladder company, will proceed to the scene of the fire, reporting to the fire marshal or his assistants.

All other details and organizations will remain at their stations awaiting orders.

AFTER A FIRE

(a) **Sounding recall.** After a fire has been extinguished, or after fire drill, recall will be sounded upon the order of the fire marshal.

(b) **Calling rolls.** After recall is sounded the companies and detachments will be formed, rolls called, and the result reported to the fire marshal, who will report all unauthorized absentees to the Commanding Officer.

(c) **Absent officers.** The marshal will also report any officers who may have been absent.

(d) **Checking and inspecting company apparatus.** Immediately after recall the senior officer with each company will make a check and careful inspection of all reel carts, hose, or other apparatus for which his company is responsible, and see that they are returned to their proper place, reporting at once to the fire marshal the result of the check and the condition of the apparatus.

(e) **Company commanders looking after hose.** Company commanders whose companies are charged with looking after reel carts or hose, will see, after each fire or fire drill, that the hose is properly washed and dried before being stored.

If the fire occurs at night, the hose will be dried as early as possible the following morning; in the sun, if the weather is clear, otherwise hung up under a building until dry.

IN CASE OF FIRE AT POST THEATRE

In case of fire at the post theatre, the following procedure will be observed:

(a) As soon as fire is observed, or an alarm sounded, all talking and other noise in the building shall cease.

(b) The fire marshal, assistant fire marshal, according to rank, the Officer of the Day, or the senior officer present, in order named, will assume charge of the evacuation of the building.

(c) Everyone shall rise at once. Those in each section will leave the building promptly but without confusion or crowding, by the exit assigned to that section, and under no circumstances will anyone try to pass anyone ahead of him. The first man to reach the door will hold it open for the others to pass.

(d) Immediately upon leaving the building all persons will run several yards from the exit in order to clear the exit for those who follow.

(e) Any shouting or unnecessary confusion of any nature during this period will be severely punished.

LOCATION OF FIRE APPARATUS.

(a) 1st District

The fire apparatus is located as follows:

Building No. 54: Reel cart with 500 ft. of hose, under building.

Building No. 98: 200 ft. of hose at east end of building.

Corral: Reel cart with 300 ft. of hose; and also 100 ft. of hose.

Guard house: Reel cart, and also 200 ft. of hose on north side.

Commissary: Reel cart with 400 ft. of hose, under building.

Lirio Mills: Reel cart with 300 ft. of hose in shed at east end of Q. M. storehouse; and 300 ft. of hose with detachment of guard.

(b) 2nd District

Fire station: Reel cart with 400 ft. of hose, and 100 ft. reserve hose. The hook and ladder and the gasoline fire engine are kept here. The fire marshal will be responsible for the proper instruction of the detachments to which have been assigned the hook and ladder and the gasoline engine.

(c) All companies

Each company will be furnished with 50 gunny sacks, and as many fire buckets, hand grenades, and chemical fire extinguishers as the quartermaster can provide. Fire buckets will be kept filled with water at all times. Fire buckets and hand grenades and chemical fire extinguishers will be installed by the quartermaster in each office, storehouse, and guard house.

ORGANIZATION

(a) Perma- A permanent fire detail of **two men** on. One member of the

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detail will remain constantly at the station. Both members will be thoroughly instructed by the fire marshal in all that pertains to their duties, including the location of every hydrant and stand-pipe.

Every Saturday the senior member of the detail will make an inspection of all hydrants and stand-pipes, and will report to the fire marshal the result of his inspection.

(b) Company assignment. The companies are assigned tasks as indicated below. The personnel of reel carts and hose details shall be permanent and each detail shall consist of 1 noncommissioned officer and 7 privates. The substitute will be used when the principal is absent from the post or on guard.

Co. "C" (substitute *Co. "B"*), hose coiled on east end of building No. 98.

Co. "D" (substitute *Co. "A"*), one detail for reel cart at Lirio Mills; one detail for the reel cart, and one detail for the hose at the corral. The reel cart and hose at the corral will not be taken from the corral without specific orders from the fire marshal.

Co. "F" (substitute *Co. "E"*), reel cart under commissary.

Co. "G" (substitute *Co. "B"*), one detail for the reel cart and one detail for the hose at the guard house.

Co. "H" (substitute *Co. "E"*), reel cart at quarters No. 54.

Co. "I" (substitute *Co. "K"*), reel cart at fire station. Also, a hook and ladder company consisting of 2 noncommissioned officers and 12 privates will be organized by the company commander. The hook and ladder company and the rest of the company, excluding the reel cart detail, will constitute the wrecking and salvage detachments.

All company fire axes will be carried to every fire.

Co. "L" (substitute *Co. "M"*), will constitute the fire engine company and in case of fire will take the engine to the scene of the fire.

All companies. A bucket detachment and a detail to handle chemical fire extinguishers will be organized in each company, and instructed in their duties by the company commander.

GENERAL

Apparatus not to be removed. Except in case of fire or fire drill, no apparatus will be removed from its place.

Use of fire apparatus. The use of fire apparatus for other than fire purposes is forbidden.

A guard. A guard will be furnished by the officer of the day when requested by the fire marshal.

Company commanders' responsibility. Company commanders will see that the apparatus issued to their organizations is serviceable at all times and they will except where otherwise prescribed, be responsible for the proper instruction of their men in the apparatus and equipment they are expected to use at fires.

Hydrants and stand-pipes. All hydrants and stand-pipes installed for the purpose of fire protection will be painted white, and no other hydrants or stand-pipes installed for other purposes will be given this color. All fire hydrants and stand-pipes that may be opened by hand

without wrenches will be marked in addition, "For fire only." The opening of fire hydrants or stand-pipes by unauthorized persons except in case of fire, will be severely punished.

Precautions against fire. All persons of this post are reminded of the fact that the buildings are very inflammable and in many cases close together. Grass during the dry season is an added danger. For these reasons fires will not be started within camp limits at points designated by the police officer, and throwing of lighted matches, cigar or cigarette stubs in places where they may be any possibility cause fire is forbidden.

Fire drills. The fire marshal will have such fire drills (including the evacuation of the post theatre) as may, in his opinion, be necessary to test the fire apparatus and to insure that the command is properly trained and practiced in the provisions of this order.

141. Fourth of July.

1. Tomorrow, July Fourth, being a national holiday, all duty except the guard and necessary fatigue will be suspended.

2. At reveille the band will play "The Star Spangled Banner" and other national airs, and the garrison flag will be hoisted to the top of the flagstaff.

3. At 9 o'clock A. M., the command will be paraded in the form of a square and the Declaration of Independence read, after which the band will play "The Star Spangled Banner."

4. At noon the salute to the Union will be fired, consisting of one gun for every State, during which the band will play "America," "Hail Columbia," and other national airs.

142. Funeral.

The funeral of the late John Smith, Private Co. "A," 1st Infantry, will take place tomorrow.

1st Call.....9:50 A. M.
Assembly, ten minutes later.
Uniform.....

The commanding officer, Co. "A," 1st Infantry, will furnish the necessary pall-bearers and escort and is charged with all other details relating to the funeral.

All officers* and enlisted men not on duty will attend.

The companies will be marched to the hospital by the first sergeants and the sergeant-major will then assume command of the battalion.

The flag will be displayed at half-mast from 9:50 A. M., until the remains are taken from the post.

143. Labor Day.

Monday, September 4, being Labor Day, will be observed at this post as a holiday, and all duty except the guard and necessary fatigue will be suspended.

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*Sometimes ...ad."

144. Memorial Day.

Tomorrow being Memorial Day, all duty except the guard and necessary fatigue will be suspended.

The garrison flag will be displayed at half-staff from sunrise till midday and immediately before noon the band will play some appropriate air, and the national salute of 21 guns will be fired at 12 M., after which the flag will be hoisted to the top of the staff, and the flag saluted by playing one or more patriotic airs.

The command will be formed at 9 o'clock A. M., and marched to the cemetery, where the following exercises will take place:

1. Dirge, by the band.
2. Prayer.
3. "My Country, 'Tis of Thee," by the band.
4. "Nearer, My God, to Thee," by the band, during which the graves will be decorated with flowers.
5. "The Star Spangled Banner," by the band.
6. Benediction.
7. Taps.

Uniform.....

145. Muster and Inspection.

(a) *Preceded by regimental review.*

The troops of this command will be inspected and mustered on Thursday, August 31, 1916, as follows:

1. The inspection and muster will be preceded by a regimental review of the 29th Infantry. Major Smith will command the regiment.

2. Following the review, the battalions will be inspected and mustered by their respective battalion commanders.

3. Headquarters Company, Machine Gun Company, Supply Company, 29th Infantry, and Post N. C. Staff and Detachment Quartermaster Corps will be inspected and mustered by the Commanding Officer, who will make a general inspection of the command.

4. The Detachment Medical Department will be inspected and mustered by the Surgeon.

5. The Casuals will be inspected and mustered by the Adjutant.

6. Uniform and equipment—Garrison.

1st Call.....8:20 A. M.
Assembly .....8:30 A. M.

7. The following are excused from the formation:

The guard, sick, men in confinement, the noncommissioned officers in charge of quarters, cooks, one room orderly, and one kitchen police in each

company; the switchboard operator, men on special duty at fire station, mail orderly, and men on special duty delivering water.

(b) *On company parades.*

1. The troops of this command will be inspected and mustered on Friday, the 31st instant, on their respective company parades, as follows:

By the Commanding Officer:
Headquarters Company, 29th Infantry.

By Lieut. Col. Harris R. King, 29th Infantry:
Det. Post Noncommissioned Staff.
Machine Gun Company, 29th Infantry.
Supply Company, 29th Infantry.
Detachment Quartermaster Corps.
Casuals.

By the Surgeon:
Detachment Hospital Corps.

By Major John J. Doe, 29th Infantry:
3rd Battalion, 29th Infantry.

By Major Albert D. Skinner, 29th Infantry:
2nd Battalion, 29th Infantry.
Company A, 29th Infantry.

2. Uniform. Field Service, Olive Drab Shirts.
Equipment. Field Service.
1st Call, 8:20 A. M. Assembly, 8:30 A. M.

3. All men will attend except those excused by Par. 6, G O. 1, c. s., these headquarters.

146. Relief and appointment of quartermaster.

1st Lieut. John A. Smith, 50th Inf., is relieved as quartermaster of this post and will transfer all records, funds, and property pertaining to that office to Capt. Samuel Jones, 50th Inf., who is appointed quartermaster of the post.

147. Relinquishing command.

The undersigned this day relinquishes command of this post.

148. Servant debarred from working in post.

The following is published for the information and guidance of all concerned: JAMES NOGOOD, formerly employed as cook by Capt. John Smith, 29th Inf., was discharged for misconduct.

The said James Nogood will not be allowed to enter the camp and his employment by anyone within the limits of this post is forbidden.

151½ (contd.)

WHEN THE OCCASION ARISES

Apprehension of deserter and escaped general prisoner	Letter	A. R. 126½ and G. O. 208, W. D., 1908	To The Adjutant General of the Army, direct, stating whether surrender or apprehension, date and place of same, and name and official status, if any, of person who delivered the deserter
Buildings destroyed or damaged by fire, storm, etc.	Telegram	A. R. 709	To The Adjutant General of the Army, direct. Also report to the Dept. Comdr. In the Philippine and Hawaiian Departments, to Comdg. Genl., Dept. Board of officers must also be convened to estimate damage and cost of repairs and to make a thorough investigation with a view to fixing the responsibility for such destruction or damage. The proceedings of the board to be forwarded to The Adjutant General of the Army, through channels
Change affecting pay of staff officers	Letter	A. R. 806	To The Adjutant General of the Army, and to the Quartermaster of the Department
Damage to rooms or furniture by officers or soldiers	Letter	A. R. 1011	To The Adjutant General of the Army, through military channels. See G. O. 163, W. D., '08
Death of an officer	Telegram	A. R. 83	To The Adjutant General of the Army, direct, also to the brigade, coast artillery district, and department commanders. If buried at place of death this fact will be reported to The Adjutant General of the Army, direct. Inventories in duplicate of effects will be forwarded to The Adjutant General of the Army. In case of death of an officer in charge of public property, convene board of officers under A. R. 86
Death of civilian employee	415 A. G. O.	G. O. 67/10	To The Adjutant General of the Army

Desertion and escape of general prisoner	Telegram (1)	A. R. 119 and G. O. 208, W. D., '08	To The Adjutant General of the Army, direct. When telegraphic report is sent, no other report is required. Telegraphic report is not made by troops serving outside the continental limits of the U. S., but a letter containing the information required by A. R. 119 is necessary
Desertions from, or receipt of deserters at posts other than those of deserters	Letter	A. R. 120	To Comdg. Officer of deserter's company, who, in case of surrender or apprehension, should be requested to forward papers enumerated in A. R. 124. If company of apprehended or surrendered deserter be in Alaska or beyond the continental limits of U. S., report will also be made to The Adjutant General of the Army. See also A. R. 126
Deserter barred from trial by law, surrender or delivery at a military post	Letter	A. R. 125	To The Adjutant General of the Army, direct
Deserters from navy or marine corps not charged with crime	Letter	A. R. 133	To The Adjutant General of the Army, with descriptive list
Fouling by passing vessel of cable or other material forming part of seacoast defense	Telegram	G. O. 30, W. D., '05	To The Adjutant General of the Army
Increase or decrease (temporary or permanent) of command	Telegram	A. R. 814	To next superior commander. See A. R. 812 for returns to be rendered to The Adjutant General of the Army and to immediate commanding officer

(1) Form of report: "The Adjutant General, Washington, D. C. Robert Roe, private, Troop 'A,' First Cavalry, enlisted July first, nineteen eight, deserted January twenty-second, nineteen nine, Fort Assinniboine, Montana. Smith."; or, "General Prisoner John Doe, formerly Company 'B,' Second Infantry, escaped January fifteenth, nineteen nine, Fort Sheridan, Illinois." "Probably at ————," or "Probably going to ————," if known, should be added.

151½ (contd.)

Leave of absence for one month or less by post commander	Letter	A. R. 50	To next superior commander
Name, rank, etc., of soldiers discharged on certificate of disability	Letter	A. R. 160	To Surgeon
Officers placed in arrest and released without charges	Letter	A. R. 924	To Brigade Commander
Officers unfit for duty by reason of wounds, sickness, or improper habits	Letter	A. R. 76	To Comdg. General, Department, through Brigade Commander
Officers transferred from one company to another within the regiment	Letter	A. R. 48 Letter	To The Adjutant General of the Army
Physical examination of surrendered or apprehended deserter, only in case of physical unfitness for service		A. R. 126	To Department Commander
Placing prisoners in irons	Letter	A. R. 935	To Comdg. General, Department
Report of all shots fired. (Artillery)	Furnished by Ord. Dept.	A. R. 1550	To Chief of Ordnance, direct
Summary Court charges tried	594 A. G. O.	Note 3 on Form	To officer exercising G. C. M. jurisdiction over command
War Department Telegraph Code	Letter	A. R. 1185	When he Code transferred from one officer to another, the officer to whom it is transferred will receipt in duplicate for the same to the office making the transfer. The officer to whom is transferred will make immediate report to The Adjutant General of the Army, and the officer making the transfer will forward the duplicate copy of the receipt to The Adjutant General of the Army

CHAPTER V

REGIMENTAL HEADQUARTERS

152. General nature of work when in post. In a post a regimental headquarters is usually in the same building with post headquarters, and the regimental commander is generally the post commander; the regimental adjutant, the post adjutant; and the regimental sergeant-major, the post sergeant-major—so that, in practice, the paperwork at regimental headquarters in a post is, in the main, the same as that of a post headquarters (Chapter IV), with, of course, the addition of what pertains strictly to regimental headquarters, and which is given below.

BOOKS OF RECORD, REPORTS, AND PAPERS TO BE KEPT AT HEADQUARTERS

153. Correspondence Book, and a Document File. (A. R. 258 and G. O. 109/09. See Pars. 13-19.)

154. Morning report of the field officers and unassigned officers in the regiment. (A. R. 258.)

155. Regimental Fund Book, in which are entered all receipts to, and expenditures from, the regimental fund, and containing a list of all articles purchased from the fund. (A. R. 258 and 325.)

156. Order file, consisting of all regimental orders issued, and all orders, circulars, bulletins, and instructions from higher authority. (A. R. 258.)

157. Index of orders and circulars. All general orders and circulars from the War Department, or from the headquarters of an army, division, brigade, or territorial department in which the regiment is serving, will be indexed as soon as received. (A. R. 259.) This should also apply to bulletins. See Par. 106, for method of keeping a card index of orders.

158. Copies of returns and reports. Copies will be kept of the monthly returns, muster rolls of the field officers and unassigned officers, and other regimental returns and reports. (A. R. 258.)

159. Military history of each officer, especially such items of his history as are not shown by the Army Register. (Cir. 33/08.)

160. Historical record of regiment, consisting of a detailed history of the services of the regiment. This history will, at all times, be kept as nearly up to date as possible, and will [illegible] information concerning the original formation [illegible] iiza-

tion, increase and decrease in strength, stations of the regiment or parts thereof, arrival at and departure therefrom, marches, campaign, battles, etc. It should give the names of officers and men killed and wounded in action, or who may have specially distinguished themselves, with rewards and decorations received. (G. O. 1/05, amended by Par. II, G. O. 7/10, and Par. II, G. O. 24/12.)

REGIMENTAL GENERAL ORDERS

(For Forms of orders, see Par. 83½.)

The following are "models" of three usual General Orders issued by regimental headquarters:—

161. Death of an officer. (See A. R. 797, amended by Changes No. 1, 1914, regarding eulogizing dead officers.)

It is with sorrow that announcement is made of the death of Capt. John A. Smith, 50th Inf., at Fort Sam Houston, Texas, on the 10th instant, of pneumonia. Captain Smith was born May 12, 1882, in New Orleans, La.

His military service was as follows: Cadet, U. S. Military Academy, June 17, 1900-June 12, 1904; second lieutenant, 40th Inf., July 5, 1904-May 12, 1910; first lieutenant, 45th Inf., May 13, 1910-March 12, 1916; captain, 50th Inf., March 13, 1916, to Oct. 10, 1917.

He was a conscientious, efficient officer, who was admired for his integrity by all who knew him.

The heartfelt sympathy of the regiment is extended to his family.

162. Relinquishing command upon retirement. By operation of law the undersigned is this day retired from active service, and in severing his official connection with the 50th Infantry, which he had the pleasure and the honor of commanding from March 12, 1912, to the present, he wishes to thank both officers and men for the loyalty that they always showed him.

While it is with genuine regret that I part with you, I take with me most pleasant memories of the years we spent together.

I wish each and every one of you all the happiness and blessings of life.

163. Retirement of enlisted man. Upon the completion of thirty years' active service Chief Musician John A. Doe, 29th Infantry, was placed on the retired list of the Army under Paragraph 14, S. O. 293, War Department, December 17, 1915. Chief Musician Doe enlisted on January 3, 1883, and served 5 years in the Band, First Cavalry, received his discharge on January 2, 1888. He reënlisted on January 11, 1889, and served until August 5, 1890, in the Band of the U. S.

Military Academy at West Point, N. Y. He again returned to the First Cavalry Band on March 22, 1892, and served therewith until March 9, 1894. After this he left the service and remained in civil life until the opening of the Spanish-American war when he enlisted in the 33rd Michigan Volunteer Infantry on April 26, 1898, and served with the Band of that organization until December 31, 1898, again returning to civil life. He enlisted in the 35th regiment U. S. Volunteer Infantry, and served with the Band of that organization from July 26, 1899, to May 2, 1901. He reëntered the Regular service on May 8, 1901, and served with the band of the 13th Cavalry until May 7, 1904, and reënlisted for the 29th Infantry Band on June 16, 1904, since which time he served continuously as Chief Musician of the regiment.

Chief Musician Doe's service has been honorable and faithful and his example is worthy of emulation by all soldiers of this command.

The good wishes of all officers and enlisted men of the regiment will follow Chief Musician Doe in his well-earned retirement.

REGIMENTAL SPECIAL ORDERS

(For forms of orders, see Par. 83½)

The following are "models" of routine Special Orders issued by regimental headquarters:

164. Appointment of noncommissioned officers.

(a) Upon the recommendation of the company commander, the following appointments are made in Company "C" of the regiment:

Corporal John D. Hart to be sergeant, vice Smith, discharged.

Corporal Walter Good to be sergeant, vice Jones, appointed battalion sergeant-major.

1st Class Private Herman T. Long to be corporal, vice Hart, appointed sergeant.

1st Class Private Wayne C. Phillipps, to be corporal, vice Good, appointed sergeant.

(b) Under the provisions of A. R. 271, the following temporary appointments made by the Commanding Officer, First Battalion, in Company "C" of the regiment, on August 25, 1916, are approved:—

1st Cl. Private Willis S. Ross to be corporal, vice Jones discharged.

1st Cl. Private Stanley C. Ford to be corporal, vice Hayes, transferred.

(c) Under the provisions of A. R. 275, the following temporary appointments made by the Commanding Officer, Company "C," of the regiment, on August 15, 1916, are approved:—

1st Class Private John S. Wagner to be corporal, vice Hicks, discharged.

1st Cl. Private Homer C. Steel to be corporal, vice Murray, reduced.

165. Assignment of officer to company. Captain William S. Wood, assigned to the regiment August 25, 1916, by par. 16, S. O. 163, W. D., August 25, 1916, is assigned to Company "A."

First Lieutenant John R. Gibson will transfer to Captain Wood all funds and property pertaining to Company "A."

166. Relief from command of company. To enable him to comply with the requirements of Par. 18, S. O. 165, W. D., August 27, 1916, Captain Frank C. Bell is relieved from command of Company "G," of the regiment, and will transfer to First Lieutenant Herman C. Foote all funds and property pertaining to Company "G."

167. Reduction of noncommissioned officer.

(a) Upon his own request, Corporal William Jordan, Company "C" of the regiment, is reduced to the grade of private.

(b) Upon the recommendation of the company commander, and for the good of the service, Corporal William Jordan, Company "C" of the regiment, is reduced to the grade of private.

(c) Upon the recommendation of the company commander, Corporal William Jordan, Company "C" of the regiment, is, without prejudice, reduced to the grade of private.

168. Transfer. The following transfers are made in the regiment:

Corporal William Jordan from Co. "C" to Co. "G," as private.

Private John T. Smith from Co. "G" to Co. "C."

168a. A typewriter is such a great convenience for reducing clerical work that it is recommended a Corona machine be purchased for regimental headquarters from the regimental fund, this machine, because of its small size and weight, being especially suitable for field work. The machine will stand harder usage than the larger machines, and the Corona Folding Stand adds very much to the convenience of the machine for field work.

169. Returns and Reports to be made by or to the regimental commander.

FIRST OF EVERY MONTH

NATURE	FORM	AUTHORITY	REMARKS
Company returns for preceding month, from company commanders	30 A. G. O.	A. R. 811	Used for preparation of regimental return
Regimental return	41 A. G. O.	A. R. 811	To The Adjutant General of the Army
Report from regimental field officers not serving at Hdqrs. of regiment	Letter	A. R. 828	Limit of time when report should be received depends on where regimental field officer is stationed. Report embraces everything essential to a correct record of the officer's service and of battalion staff officers and noncommissioned officers serving under him

TENTH, TWENTIETH, AND LAST DAY OF MONTH

(Only in active campaign)

Trimonthly Field Return	26 A. G. O.	Note on Form	In triplicate. One copy to immediate commanding officer, one to Adjutant General of Army, direct, and one retained

JANUARY 1

Historical record of regiment	Letter	G. O. 1/05; Par. II, G. O. 7/10; Par. II, G. O. 24/12	To The Adjutant General of the Army as soon as possible after January 1
Recommendation for detail to Army Service Schools. (Does not apply to regiments in Alaska, Philippines, and China.)	Letter	Par. 8, G. O. 128/11	Names of two officers of grade not lower than captain. To The Adjutant General of the Army
Efficiency reports respecting each officer serving with regiment at Regtl. Hdqrs. not otherwise reported upon	429 A. G. O.	A. R. 829	To The Adjutant General of the Army, through intermediate commanders

SEPTEMBER 30 AND MARCH 31

Men suitable for appointment as officers in case of war or other emergency	586 A. G. O.	G. O. 37, 1916, and note on Form	To department commander, in triplicate, (if not under jurisdiction of such commander, to The Adjutant General, direct)

WHEN THE OCCASION ARISES

Special field return	26 A. G. O.	A. R. 812 and note on Form	In triplicate. One copy to immediate commanding officer, one to Adjutant General of Army direct, and one retained. To be rendered when regiment leaves or joins a station, or sails from a port of embarkation or arrives at port of destination; also to be submitted after each action
Report of battle or engagement	Letter	A. R. 816	To The Adjutant General of the Army, through proper channels
Report of casualties showing killed, wounded and missing	Telegraph, if possible; otherwise, letter.	A. R. 818	Immediately after each engagement in which casualties have occurred. To immediate superior
Report of casualties showing nature of wounds. (In addition to above report.)	By mail	A. R. 818	As soon as possible after each engagement. In triplicate. One copy to immediate superior, one to Adjutant General of Army direct, and one retained
Return of captured property, by immediate commander of troops making capture	149 A. G. O.	A. R. 819	To Adjutant General of Army, through intermediate commanders

CHAPTER VI

BATTALION HEADQUARTERS

170. "Battalion Headquarters"; correct use of expression. Although it is the practice, so the author has been informed, in some battalions forming parts of regiments to use the expression, "Battalion headquarters," the author, in view of existing orders and regulations, does not think that such practice is sound. A. R. 245 states, "The battalion, in a regiment, is not an administrative unit and has no separate records; it is purely a tactical unit conveniently organized for instruction or maneuvers, and particularly for combat, either as an integral part of the regiment to which it belongs or separated from it," and A. R. 791 says, "The routine orders of commanders of * * * * battalions not organized into regiments are denominated general or special orders. * * * Orders issued by commanders of battalions forming parts of regiments * * * are simply denominated 'orders.' " On March 1, 1900, the Major General Commanding the Army, remarked, "It has been found that battalion and squadron organizations have been made to a certain extent separate commands in a sense not contemplated by A. R. 226 (A. R. 245, 1913), inasmuch as these organizations have an office force to handle correspondence, acting upon communications from company commanders, necessitating letters sent and letters received books, and other records. The Major General Commanding the Army therefore directs that attention be called to A. R. 226 (A. R. 245, 1913), which lays down the rule that the regiment is an administrative unit, and that battalion and squadron headquarters which are not authorized by regulations be abolished." It is quite evident from the above citations that the only battalion headquarters authorized by regulations are those of separate, independent battalions—that is to say, battalions that are not organized into regiments, such, for instance, as the Philippine Scout battalions. While, perhaps, it might be proper, in the case of battalions organized into regiments, to use the expression, "Battalion headquarters," conversationally, it surely would not, in the opinion of the author, be correct to use such expression in the sense of an office having records.

171. BATTALIONS ORGANIZED INTO REGIMENTS

The following administrative duties are prescribed for commanders of battalions that form parts of regiments:

172. Efficiency Reports (Form No. 429, A. G. O.) On December 31 of each year, ev[illegible] commanding a battalion will prepare

and forward to The Adjutant General of the Army, through intermediate commanders, an Efficiency Report, respecting each company commander and battalion staff officer serving with the battalion.

Whenever a company commander is permanently relieved from duty with a battalion, or is detailed on temporary duty elsewhere, the probable period of which duty may exceed 30 days, the battalion commander will make the required entries on the efficiency report blank, and, after signing the certificate thereto, will forward the report through intermediate commanders to the officer upon whom the duty devolves of continuing or completing the report.

Whenever a reporting officer is permanently relieved from duty, or is temporarily relieved for a period that will probably exceed 30 days, he will make the required entries on the efficiency report blank and turn it over to the officer upon whom the duty devolves of continuing or completing the report. (A. R. 829, amended by Changes Nos. 1, 4, and 23.)

173. Weekly drill schedules from company commanders. Company commanders will prepare at the end of each week of company training a detailed schedule for the next week's work, submitting a copy of same to the battalion commander for approval. (Par. 9, G. O. 17, 1913.) For "model," see par. 68½.

174. Quarterly inspection of Company Funds. The company fund of each company of the battalion will be inspected at least once each quarter. (A. R. 328.) The regulations (A. R. 328) state, "The company fund account will be inspected by the post, regimental, battalion, or squadron commander at least once each quarter." In practice the commanding officer has battalion commanders inspect the company funds of the companies of their respective battalions.

175. Quarterly Inspection of the Chaplain's Fund. The Chaplain's fund account will be inspected by the post, regimental, battalion, or squadron commander at least once each quarter. (A. R. 328½; added by Changes No. 23, 1915.)

176. Correspondence through battalion commanders. Correspondence relating to the personnel, instruction, discipline, or equipment of a company, battery, or troop in a battalion or squadron will pass through the battalion or squadron commander. No official record, however, of such correspondence will be kept by the battalion or squadron commander. (A. R. 245, amended by Changes No. 23, 1915.) In practice these provisions are usually carried out as follows: correspondence relating to the personnel, instruction, discipline, or equip-

ment of the companies of the battalion is forwarded through the battalion commander, but not by indorsement, being as a rule, merely handed to him by the company commanders, placed in his box at post headquarters [See Par. 4 (10)], or sent to him at his quarters by messenger. Some battalion commanders merely initial the papers in some suitable place, thus indicating to the next higher authority that they have seen them, while other battalion commanders write the word "Approved" (or, "Appd.") above or before their initials. Thus, *Appd. J. A. M.* After initialing a paper, the battalion commander sends it to post or regimental headquarters, as the case may be. If the battalion commander has any comments to make, he makes them on a slip of paper that is attached to the communication, or he makes his comments verbally to the next higher commander.

177. Orders. The orders given below are the usual orders issued by battalion commanders under the conditions indicated. For form of battalion orders see Par. 83½ (c) and (d).

Appointment of company noncommissioned officers. Under the provisions of A. R. 256, the following temporary appointments are made in company "A":—

Private James Smith to be corporal, vice Holden, discharged,

Private Henry Jones to be corporal, vice Hall, reduced.

(When a battalion is detached from regimental headquarters the company and the battalion noncommissioned staff officers are appointed temporarily by the battalion commander, who will immediately notify the regimental commander, and such temporary appointment will be in full force and effect from that date, if it be approved by the regimental commander.—A. R. 256 and 271.)

Appointment of battalion noncommissioned staff officers. Under the provisions of A. R. 256, the following temporary appointment is made in this battalion:

Sergeant John Smith, Co. "B," 50th U. S. Infty., to be battalion Sergeant Major, vice Harris, discharged.

(See remark above regarding temporary appointment of noncommissioned officers.)

Transfer. Under the provisions of A. R. 114, the following transfers are made in this battalion:

Private John Smith from Co. "A" to Co. "D."

Private Henry Jones from Co. "D" to Co. "A."

(When not involving change of station, enlisted men may be transferred within a detached battalion by the battalion commander, when the battalion is serving at such a distance from regimental head-

quarters that more than 15 days are required for exchange of correspondence by mail.—A. R. 114.)

Appointment of battalion adjutant. Under the provisions of A. R. 248, First Lieut. William C. Stone is appointed adjutant of this battalion.

(When a battalion is detached and serving at such distance from regimental headquarters that more than 15 days are required for exchange of correspondence by mail, the battalion staff officers are appointed by the battalion commander concerned, who will immediately notify the regimental commander and The Adjutant General of the Army.—A. R. 248.)

178. INDEPENDENT BATTALIONS

In the case of battalions not organized into regiments, the regulations relating to the regiment, regarding records, returns, etc., apply. (A. R. 245.) (See Chapter V, Regimental Headquarters.)

CHAPTER VII

THE QUARTERMASTER

179. Nature of Quartermaster paperwork. The paperwork of the Quartermaster Corps is so extensive and complex that to cover the subject thoroughly would require a volume of itself. Therefore, in this chapter the author has covered only salient points that serve as "guide-posts," as it were, for the beginner until he has had time to learn quartermaster paperwork by actually doing it, which is the only way of getting a practical, working knowledge of the subject.

180. Functions and duties of the Quartermaster Corps. The Quartermaster Corps is charged with feeding, clothing, paying, and sheltering the Army and providing it with animals, forage, transportation, light, and fuel.

181. Procurement of Money. The money necessary to accomplish the above is procured as follows:

182. Appropriations by Congress. Annually the Quartermaster General submits to Congress estimates for the pay, subsistence, clothing, shelter, transportation, equipage, etc., of the Army for the following fiscal year—that is, the year beginning July 1, and ending June 30. Based on these estimates Congress makes appropriations for the maintenance of the Army for the following year.

183. Apportionments by the Quartermaster General. Out of the money thus appropriated by Congress the Quartermaster General, from time to time, *apportions* to Department Quartermasters, Depot Quartermasters, and Quartermasters of independent posts and stations sums sufficient to meet their current needs. These *apportionments* are based, in the main, on estimates, requisitions, and reports submitted at periodical and other times by the quartermasters to whom the apportionments are made. The subject of *apportionments* is fully covered in Manual for the Q. M. Corps, 1916.

(From the tenor of Cir. 2, 1917, O. G. M. G., the author infers that material changes may be made, about July 1, 1917, in the subject of *apportionments*. It is, therefore, suggested that those using this book be on the lookout for such changes.)

184. Allotments by Department Quartermasters. The Department Quartermasters, in turn, from time to time, *allot* to the post quartermasters in their respective departments sums sufficient to meet the current needs of their posts and civilian employes, and for the procurement of supplies either by purchase or requisition on depots. These *allotments*

are based on the number of troops, animals, boats, auto-trucks, etc., at the post, and on estimates, requisitions, and reports submitted from time to time by the quartermasters concerned, regarding the needs of their posts. Whenever an *allotment* is made to a post, the quartermaster thereof is furnished with an "Advice of allotment" (Form 72, Q. M. C.), which tells him how much has been allotted and for what purpose or purposes the funds may be used.

Exact "Advice of allotment" is given a distinctive number (see par. 577, Manual Q. M. Corps, 1916), which must be quoted as authority on each voucher covering expenditure of funds or transfer of property thereunder. The only exception to this rule is where special authority is given (as in the case of Class "D" supplies or Class IV services, explained later), when the Quartermaster General's Office number is quoted as authority.

It must be borne in mind that no quartermaster can make expenditures or contract obligations for any purpose until funds have been duly *allotted* for such purpose, and he has been so advised, except in the case of emergency, when an expenditure or obligation may be made in obedience to the written order of his commanding officer. (See A. R. 653; also, par. 193, *Army Paperwork.*) The subject of *allotments* is fully covered in Manual for the Q. M. Corps, 1916.

(From the tenor of Cir. 2, 1917, O. G. M. G., the author infers that material changes may be made, about July 1, 1917, in the subject of *allotments.* It is, therefore, suggested that those using this book be on the lookout for such changes.)

185. How to get funds in time of peace. All funds are obtained on Form No. 34, Q. M. C., Estimate of Funds, which is required to be submitted monthly (or whenever necessary, in case of emergency) to the next higher office, the date of rendition being fixed by such office. Each estimate covers the amount of money required to meet the needs of the command for the following month. (See "Funds," page 9, Cir. 2, Q. M. G. O., 1917.)

The estimate of funds finally, through channels, reaches the Quartermaster General, who, if the estimate is approved, issues a request on the Treasury Department to place to the credit of the quartermaster concerned the amount of money called for, and notifies the quartermaster that such request has been made upon the Treasury Department, which at once places the money in the United States Treasury, a Sub-treasury, or a designated depository (usually a National Bank) to the quartermaster's credit and so notifies him by means of a certificate. Of course, it goes without saying that no quartermaster should ever check against the United

States Treasury, a Sub-treasury, or a depository until he has been notified that funds have been placed to his credit.

186. How to get supplies in time of peace. Quartermaster supplies are classified as follows:

Supplies of the Quartermaster Corps required for the subsistence and maintenance of troops in the field and in garrison and for the maintenance and upkeep of posts, stations, cantonments, and camps are classified as follows:

Subsistence supplies: Being issue articles and authorized sales articles.

Class A supplies: Being all supplies specified in General Orders, No. 39, W. D., 1915, and amendments thereto, except as otherwise indicated, and the supplies listed in Circular No. 3, Q. M. G. O., 1917, and clothing and equipage and tableware and kitchen utensils listed annually in General Orders of the War Department.

Class B supplies: Being all supplies, equipment, materials, etc., not designated as subsistence stores or Class A supplies. (See Cir. 2, Q. M. G. O., 1917.)

187. Requisitions for supplies. Subsistence stores, band instruments and parts, and clothing and equipage will each be requisitioned for separately; all other Class A supplies, if supplied from one designated depot, will be included in one requisition, with articles required listed thereon alphabetically according to the various heads or groups, such as "Tableware and kitchen utensils," "Range parts," "Stationery," etc.

Where supplies are furnished from more than one designated supply point separate requisitions for classes of supplies as described above will be made for each designated supply point involved.

Requisitions for supplies referred to in paragraph 1, these instructions, will be made on forms as follows:

For subsistence stores, Q. M. C. Form 168.
For clothing and equipage, Q. M. C. Form 161 or 213.
For public animals, Q. M. C. Form 162.
For all other supplies, Q. M. C. Form 160.

Requisitions for subsistence stores will be prepared at least in triplicate, two numbers of which will be forwarded through proper channels to the department quartermaster and the remaining number retained by the officer submitting the requisition. Requisitions for perishable stores will be forwarded monthly, on or before the third day of the month; those for other subsistence stores will be forwarded on or before the third day of each quarter.

187 (contd.)

Requisitions for clothing and equipage and for Class A and B supplies should be prepared in triplicate, two numbers of which to be forwarded through proper channels to the department quartermaster and one retained by the officer making the requisition.

Requisitions for Class A supplies should be forwarded at least 30 days prior to the beginning of the period for which the supplies are required.

Requisitions for Class B supplies will be prepared and forwarded for the action of the Quartermaster General as the supplies are needed.

Requisitions for clothing and equipage will be prepared as directed in paragraph 1147, Army Regulations.

Designated depots or points of supply of the Quartermaster Corps for Class A supplies, except as otherwise directed, for the posts and stations of the territorial departments and the independent stations in the United States are shown in Circular No. 3, Q. M. G. O., 1917.

Articles of Class A supplies of strictly commercial variety included in requisitions from posts and stations under the jurisdiction of department commanders, including independent stations, except as otherwise indicated, may be purchased locally, if found advantageous, or supplied from a designated supply point, or both, at the option of the respective department commanders.

Articles of Class A supplies manufactured under specifications especially for military purposes will be obtained from designated depots.

In local purchases of articles of commercial variety, the purchasing officer should satisfy himself, before making award, that the articles are of the required quality and suitable to the purposes for which to be used. If the quantity to be purchased is sufficient and the officer is in doubt as to the quality of the articles offered, he should cause proper test to be made to satisfy himself as to the quality.

In making purchases either locally at posts and stations or otherwise, quartermasters will consider the cost of transportation of articles from designated supply point to post or station required and take such action as is most advantageous to the Government.

Postage stamps for registry and parcel-post purposes, street car tickets, blue-print and tracing papers and other drafting or drawing papers, acids, benzine and gasoline, and ice should, when authorized by department commanders, be purchased locally. Requisitions for these supplies should not be sent to a designated depot for supply unless it is impracticable or not advantageous to procure same locally.

Department commanders will take final action on all requisitions received from posts and stations within their respective jurisdictions

for subsistence stores and Class A supplies. Requisitions for Class B supplies will not be forwarded to the Quartermaster General for authority to purchase or supply if supply is not recommended by the department commanders concerned.

Officers charged with supply of troops, etc., should exercise every care toward confining requisitions to reasonable needs of the troops and garrison to be supplied, and avoiding accumulations with resultant losses. (Cir. 2, Q. M. G. O., 1917.)

188. Prices to be stated on estimates and requisitions. The prices of articles called for on estimates and requisitions must always be given if it is desired to purchase them locally. Prices may be gotten by inquiry of dealers, or from commercial catalogues, or they may be estimated.

189. List of Awards. Annually the Office of the Quartermaster General publishes a "List of Awards" giving the names, prices, and description of various articles of supply that have been contracted for during the fiscal year, and the names of the firms to whom the contracts were awarded.

In making requisition for any of the supplies shown in the List of Awards, the description given therein should be used. The item number shown in the list should also be used.

190. Item numbers to be entered on estimates and requisitions. Opposite each item entered on every estimate or requisition must be noted the "Item Number" of the appropriation to which the articles of supply or the service called for is chargeable.

These "Item numbers" are given in the "List of Item and Sub-item Numbers of Appropriations for Support of the Army," published in the form of a circular from the Office of the Quartermaster General, a revision of which is published whenever there are changes in the wording of the Army appropriation act. (Par. 2235, Manual for Q. M. Corps.)

(From the tenor of Cir. 2, 1917, O. Q. M. G., the author infers that notation of item numbers on requisitions and estimates will not be required after July 1, 1917. It is, therefore, suggested that those using this book be on the lookout for this probable change.)

191. Disposition of requisitions. Requisitions from post quartermasters are forwarded to the next higher administrative office. After action is taken by the proper higher authority one copy is returned with the notation thereon of action taken, stating from what depot or point the supplies will be shipped, or giving instructions for the post to purchase same locally. (See par. 187.)

192. Determination of proper forms to be used in paying for supplies or services rendered. In case of purchase of material or supplies, or payment for services rendered, either when authority has been previously obtained or when the purchase is made or the services procured under emergency without previous authority, a voucher must always be prepared, and in order to determine the proper voucher to be used in any given case, consult pages 11 to 17, Vol. 2 (Appendix), Manual for Q. M. Corps.

193. Authority necessary in every case for expenditure of money or contraction of other obligations. In connection with the expenditure of money it should be borne in mind that a quartermaster cannot under any circumstances legally pay out money or contract any other obligations unless he has authority to do so, and he should never do so without authority. As a rule, authority is obtained by making the proper requisition or estimate in advance, as explained in Par. 185, "How to get funds in time of peace"; Par. 186, "How to get supplies in time of peace"; and Par. 194, "How to procure services in time of peace." However, should an emergency arise making necessary the expenditure of money or other contracting of obligation before the usual authority can be obtained, then the quartermaster may expend money or contract obligations upon the *written* order of his commanding officer to do so. The order must in every case be in writing, stating specifically the object. It is usual to state in the order the approximate cost. The written order should, if practicable, be obtained at the time the expenditure or obligation is ordered made, even though the order be only in the form of a memorandum. Experience has shown that this will often avoid misunderstanding and other trouble later. If, however, it be not practicable to obtain a written order at the time, it should be gotten as soon as practicable thereafter. (See par. 754-758, Manual for Q. M. Corps, 1916.)

194. How to procure services in time of peace. Services are known as personal and non-personal.

Generally speaking, personal services include services rendered by an individual for a stipulated compensation per hour, day, week, month, or other fixed period, and non-personal services include all other services, as job or contract work. The subject of personal and non-personal services is fully covered by pars. 415 to 429, Manual for Q. M. Corps, 1916.

Services are classified as follows:

Class I—Personal. This includes the services of permanent civilian employes and extra duty men when the latter are authorized by War Department orders. When such services are required, a letter stating fully the needs of the case is prepared by the quartermaster for the signa-

ture of the commanding officer, who forwards it to the next higher administrative authority. Ordinarily the Quartermaster General, without request, renews, from year to year, the authority for the employment of this class of services. (Cir. 18, Q. M. G. O., 1914, gives the regulations governing employment under civil service rule.)

Class I—Non-personal. This includes services supplied under contract or other agreement, *which can generally be anticipated*, of water, electric current, gas, rental of rooms, buildings or grounds, hire of boats, drayage, telephone service, stabling of animals, etc., when contract or agreement is expected to run through the fiscal year.

Class I. Non-personal services are estimated for annually on Form 171 Q. M. C., the estimate being submitted not later than April 5. Each year special instructions are issued by the Quartermaster General regarding the advertising and other matters connected with the procurement of this class of services.

Class II—Personal and non-personal. This class includes services similar to Class I, Non-personal, and repair work of all kinds, but *which can not be anticipated.* They are required for on Form 160, Q. M. C., the necessity therefor being fully stated.

Class III—Personal and Non-personal. This class includes services of all kinds (*except those performed by post labor*), incident to the repair of buildings, roads, walks, etc., at posts, under annual allotments for the repair and upkeep of same. Under the allotments covering this class of services, and which are estimated for annually on Form 415 a & b, Q. M. C., mechanics, laborers, etc., may be employed as needed by the quartermaster, at a daily or monthly rate of pay not higher than that paid in the locality for like services, and agreement or contract may be made for job work (observing the law and regulations as to advertising, making contracts, etc.)

Class IV. This includes all other services, such as extensive repairs or alterations to buildings, boats, power plants, etc. This class of services is requisitioned for on Form 160, Q. M. C., when the necessity arises.

(From the tenor of Cir. 2, 1917, O. Q. M. G., the author infers that the classification of services as described above will be discontinued after July 1, 1917. It is, therefore, suggested that those using this book be on the lookout for this probable change.)

195. How to get funds and supplies, and procure services in time of war. The methods of getting funds and supplies and of procuring services at posts in time of peace are very different from the methods of getting funds and supplies, and of procuring services in time of war, which are full[illegible] Cir. 18, Q. M. G. O., 1916, and in "Instructions Supplies, Engagement of Services, Pay of

Troops, and Furnishing Funds in Time of War or During Field Service," published by the Office, Chief of the Quartermaster Corps, April 22, 1914.

196. Accountability. There are only certain authorized ways that property and funds can come into the possession of a quartermaster or leave his possession, and there must be a *voucher* (paper) for all property and funds coming into his possession as well as for all property and funds leaving it.

(a) *Property.* Par. 2106 to 2117, Manual for Q. M. Corps, explains all the authorized ways that property may come into, and leave, the possession of a quartermaster.

No regular periodical returns are made for quartermaster property as is the case in all the other supply departments. Instead a Property Account (Form 200 Q. M. C.), consisting of loose leaves, one for each article of property, is kept by every quartermaster who is accountable for property. As property comes into or leaves his possession proper entries are made in the Property Account from the vouchers covering the transaction, as soon as the property and the vouchers come into and leave the possession of the quartermaster. Annually, June 30, a list of balances is prepared (no form prescribed) and forwarded to the Quartermaster General for comparison with a similar property account kept in his office for each quartermaster accountable for property.

(b) *Funds.* All funds coming into or leaving a quartermaster's possession are accounted for on a monthly statement known as the ACCOUNT CURRENT (W. D. Form 320 and 320a) which is prepared in duplicate, as are all abstracts, vouchers, etc., pertaining to it. The original of the Account Current, with the original of all abstracts, vouchers, etc., pertaining to it, all arranged in proper order and bound together, must be mailed to the Quartermaster General of the Army on or before the 10th of the month following the month to which it pertains.

The method of preparing the Account Current and papers pertaining to it is explained by the blank forms themselves and the instructions on them; Article LII, Army Regulations, 1913; and pars. 1914 to 1997, Manual for Q. M. Corps, 1916.

The blank forms usually used in connection with the preparation of the Account Current are as follows:

Account Current (W. D. Form 320 and 320a).
Abstract of Allotments (soldier's), (Q. M. C. Form 6).
Abstract of Army Pay Collections (W. D. Form 324).
Abstract of Soldiers' Deposits (Q. M. C. Form 8).
Abstract of Disbursement (W. D. Form 329, a, c).
Abstract of Funds received from sales (W. D. Form 323 and Q. M. C., 216).

Abstract of Funds received from sources other than sales (W. D. 324).
Abstract of Funds received by transfer (W. D. Form 321).
Abstract of Funds transferred (W. D. Form 328).
Abstract of Subsistence Stores Sold (Q. M. C. Form 9).

[NOTE.—Monthly Report of Bills of Lading and Transportation Requests (Q. M. C. Form 151) issued, is mailed with the Account Current, though it does not pertain to it.]

The following tabulations give *all* vouchers that may ever be used in connection with the Account Current and Abstracts listed above, and they indicate *all* the authorized ways that funds can come into or leave the possession of a quartermaster:

197. (a) Coming into quartermaster's possession (Debits)

NATURE	FORM	AUTHORITY	REMARKS
War Warrant No. ——— (always quote W. W. number as shown on Certificate of Deposit). Q. M. funds are received in this manner only when placed to Quartermaster's credit by the Quartermaster General's Office)		A. R. 595	For this entry on the Account Current no voucher is forwarded therewith, as item is checked by War Warrant number
Transfer of funds from another Quartermaster	W. D. 326	A. R. 597	When transfer is made by cash, receipt (W. D. Form 327) is given. When only a few transfers are received during a month, so that all can be listed on face of Account Current, abstract (W. D. Form 321) need not be prepared
Abstract of deposits by enlisted men	Q. M. C. 8	A. R. 1361	Accounted for as "Soldiers' Deposit," and not under any appropriation
Abstract of Collections	W. D. 324	See Instructions on form	Accounted for as Q. M. Collections, and not under any appropriation
Abstract of funds received from sales of services	W. D. 323	do	Seldom used by Q. M. Corps
Account of sales of public property at auction	W. D. 325	A. R. 680	Accounted for as "Miscellaneous Receipts," and not under any appropriation See A. R. 618
Abstract of Subsistence Stores sold	Q. M. C. 9	A. R. 1250	See instructions on form
Abstract of funds received from sales	Q. M. C. 216	A. R. 1055 and 1174	Includes all sales except subsistence stores, services, and at auction

198. (b) Leaving quartermaster's possession (Credits)

NATURE	FORM	AUTHORITY	REMARKS
Invoice of funds transferred	W. D. 326	A. R. 597 and 639	When only a few transfers are made in a month, so that all can be listed on account current, Abstract (W. D. Form 328) need not be used. When transfer is made in cash, receipt (W. D. Form 327) is taken and filed as a subvoucher
Public vouchers—Purchases, services, etc.	See remarks	Army Regulations, letters of apportionment and specific authorities	These forms are used in stating accounts due by the United States. For complete list and instructions as to their use and preparation, see Cir. 12, Q. M. G. O., 1916.
Deposit of funds to the credit of the Treasurer of the United States	Q. M. C. 35	A. R. 611 to 619	See instructions on form

[Note.—Report of open market purchases and procurement of services not personal, exceeding $100.00 in amount (W. D. Form 14) must accompany the account current when necessary to use it. See instructions on form.]

199. Transfer of Funds. It often happens that one disbursing quartermaster is directed or authorized to transfer all or a part of his available balance to another disbursing quartermaster. In such a case the quartermaster transferring the funds draws his official check for the amount to be transferred, on the U. S. Treasury, Sub-treasury, or Depository in which his funds are deposited, and forwards it to such Treasury, Sub-treasury, or Depository, with the request that the amount of the check be placed to the credit of the official to whom he is making the transfer. The Treasury, Sub-treasury, or Depository concerned issues a "Certificate of the Deposit" in favor of the officer to whom the funds are transferred, and this certificate should be in his possession before he checks against the funds placed to his credit.

200. Special Deposit Account. (W. D. Forms, 30, 31, 32, and 33.) Used in accounting for funds received in which refundment in whole or in part may be involved under G. O. 47, W.D., 1914, and for income-tax deductions. (See pars. 1989-1990, Manual for Q. M. Corps, 1916.)

201. Payment of troops and settlement of final statements. A quarterm[illegible] should make a careful study of

the Manual for the Q. M. Corps (pars. 1310-1579). See also G. O. 40, 1916, regarding the preparation of pay rolls.

202. Subsistence Branch of the Quartermaster Corps. The Subsistence Branch of the Quartermaster Corps is charged with providing Subsistence Stores for sale to officers and issue and sale to soldiers and authorized civilian employes. The business methods of this branch are described in the Manual for Q. M. Corps (pars. 2287-2415).

203. Blank Forms. Vol. 2 (Appendix), Manual for Q. M. Corps, 1916, gives a complete list of War Department and Quartermaster Corps forms used by a quartermaster, with complete instructions as to their use and preparation. The forms are requisitioned for to the Quartermaster General direct, on or about May 15 and November 15 of each year, on Form 160, Q. M. C. (See pages 5 to 85, Vol. 2 (Appendix), Manual for Q. M. Corps, 1916.)

A supply of the following blank forms should also be kept on hand:

Report of Survey (Form No. 196, A. G. O.)

Descriptive List of Public Animals (Form 277 A. G. O.)

Inventory and Inspection Report (1 and 1a, I. G. D.)

Inventory and Inspection Report of Public Animals (2 and 2a, I. G. D.)

Statement of Money Accountability (Form 3, I. G. D.)

List of Outstanding Checks (Form 3a, I. G. D.)

204. Blank forms to be carried by an acting quartermaster in the field. The blank forms that an acting quartermaster should carry into the field will depend, amongst other things, on the duration and nature of the service.

In the case of an ordinary practice march, where provisions are carried with the command or are shipped from the post, and when arrangement has been made with the post quartermaster for the payment of vouchers covering supplies purchased and services procured on the march, the following blank forms will usually suffice:

Q. M. C.

Form.

No.

101. Lease. (To be used when necessary to rent a camp site more than 24 hours.)

153. Original bill of lading.

154. Memorandum copy of bill of lading.

156. Shipping order.

169. Letter of transmittal of memorandum bill of lading and copies of transportation requests issued during day. (To the Depot Quartermaster, Washington, D. C.)

406. Official Telegram.

Transportation requests. (Form not numbered.)

W. D.

Form.

No.

330. Public voucher. Purchases and services.

If the acting field quartermaster himself is to disburse funds for supplies purchased and services procured on the march, and he will not return to the post in time to prepare and render his account current on or before the 10th of the following month, then in addition to the blank forms enumerated above, he should carry:

Q. M. C.

Form

No.

151. Report of bills of lading and transportation requests issued.

W. D.

Form.

No.

320. Account Current.

329. Abstract of disbursements.

Check Book. (Treasury Department Form.)

Experience has shown that in the case of the ordinary practice march, it is always better to have the post quartermaster requisition in advance for the purchase of supplies and procurement of services that will probably be needed on the march, all vouchers, after accomplishment, being sent to the post quartermaster for payment.

205. Books, orders, circulars, and other publications of record and of reference. The following books, orders, circulars, etc., should be kept in the office, some as records and others for purposes of reference:

Account of Electric Current and Incandescent Lamps. (Q. M. C. 451.)

Account of Property on Memorandum Receipt. (Q. M. C. Form 229, in binder.) See pars. 2073-2092, Manual for Q. M. Corps, 1916, for full instructions.

Apportionment or Allotment Account, in binder. (Q. M. C. Form 74.) See pars. 183-184 this book.)

Army Pa[illegible] M. C. Form 404.)

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SEPTEMBER 30

Quarterly report of savings	Q. M. C. 71	Notes on form	One copy to Dept. Q. M. See instructions on form
Abstract of breakage	Q. M. C. 207	Notes on form	Voucher to Property Account
Statement of fuel consumed	Q. M. C. 211	do	do
Report of water system	Q. M. C. 422	do	Two copies to Dept. Q. M.

MEMORANDUM

Settlement with organization commanders of property out on memorandum receipt, A. R. 281.

OCTOBER 1

Estimate of Clothing	Q. M. C. 161	A. R. 1147	Two copies to Dept. Q. M. and one retained

NOVEMBER 1

Requisition for Blank Forms	Q. M. C. 160	A. R. 1253 and par. 2726, Manual for Q. M. Corps	One copy direct to Q. M. G. O. to reach his office by Nov. 15

DECEMBER 31

Quarterly report of savings	Q. M. C. 71	Notes on form	One copy to Dept. Q. M. See instructions on form
Abstract of breakage	Q. M. C. 207	Notes on form	Voucher to Property Account
Statement of fuel consumed	Q. M. C. 211	do	do
Report of water system	Q. M. C. 422	do	Two copies to Dept. Q. M.
Efficiency report of Civilian Employes	W. D. 20 and 20a	Par. 202-211 Manual for Q. M. Corps	Two copies to Dept. Q. M. by 10th of next month
Efficiency rating	Q. M. C. 175	do	Furnished each Civilian Employe when efficiency report is made

Order for Repairs. (Book, Q. M. C. Form 467.)
Price List, subsistence stores. (Q. M. C. Form 64.)
Property Account. (Q. M. C. Form 200, in binder.) See pars. 2106-2117, Manual for Q. M. Corps, 1916, for full instructions as to keeping, posting, etc., also for list of debit and credit vouchers to same.
Record of Service of Civilian Employes. (Q. M. C. Form 174.)
Regulations for the Uniform for the United States Army (with changes).
Reports, periodical, file of (monthly, quarterly, semi-annual, and annual reports.)
Return of Subsistence Stores. (Q. M. C. Form 219.) See instructions on form and Subsistence Manual.
Requisitions and Estimates, numbered serially and filed accordingly, with index.
Record of Expenditures on Public Buildings. (Book, Q. M. C. Form 457.) See Army Regulations, par. 1019.
Register of Private Mounts. (No form.) See G. O. 15, par. 3, W. D., 1916.
Records pertaining to Detachment Q. M. Corps. (Same as a company, see par. 207.)
Ration and Savings Account. (W. D. Form 373.) See A. R. 1220 and 1221.
Sales Ledger. (Q. M. C. Form 60.)
Specifications for Plumbing Fixtures, etc. (Obtain from Q. M. G. O.)
Specifications for Army Ranges. (Obtain from Q. M. G. O.)
Specifications for the Uniform of the United States Army. (Q. M. G. O.)
Such other standard specifications as can be obtained from time to time.
Transportation Requests. (Book no number.) See pars. 3353-3398, Manual for Q. M. Corps, 1916, and instructions on form.
Typewriter Descriptive List, file of (Q. M. C. Form 409.)
Such reference books on construction and repair of buildings and roads water and sewerage system, lighting, etc., as can be obtained from the office of the Quartermaster General and other sources.

206. REPORTS, RETURNS, ESTIMATES, REQUISITIONS AND OTHER PAPERS TO BE MADE BY THE QUARTERMASTER. (Read carefully all notes on forms and comply with same.) ALSO ACTION BY THE QUARTERMASTER ENJOINED BY REGULATIONS.

(A Quartermaster's "Tickler" for use in this connection may be obtained on requisition. See Circular 3, O. Q. M. G., 1917, pages 33 and 127. Also, par. 100, *Army Paperwork*.)

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EVERY MONTH

Last Day

NATURE	FORM	AUTHORITY	REMARKS
Report of changes, Civil Service employes	W. D. 16	Par. 243, Manual Q. M. C.	To Q. M. G. O. by 5th of next month
Report of advertising and job printing	W. D. 29	Notes on form	Required when special or general authority to advertise has been given
Account Current, with all abstracts. vouchers, etc.	W. D. 320, 320a	A. R. 627-629	See Accountability (Funds), Par. 196 (b)
Estimate of Funds	Q. M. C. 34	A. R. 1008	See Estimate of Funds, Par. 185
Report of personal and non-personal services	Q. M. C. 150	Notes on form	War blank, required only in time of war. To Q. M. G. O. by 10th of next month
Return of Civilian Employes on Army Transports	Q. M. C. 150a	do	For use only on Transports. To Q. M. G. O. by 10th of next month
Report of Bills of Lading and Transportation Requests issued	Q. M. C. 151	do	To Q. M. G. O. with Account Current within 10 days after close of each month
Requisition for Subsistence Stores	Q. M. C. 168	Cir. 2 O. Q. M. G. 1917	To Dept. Q. M. by 3rd of next month. Full instructions on form
List of Q. M. Supplies expended	Q. M. C. 203	Notes on form	Voucher to Property Account. See par. 196, this book.
Abstract of issues of forage, straw, etc.	Q. M. C. 209	do	do
Abstract of sales of Q. M. Supplies	Q. M. C. 215	do	do

Abstract of funds received from sales	Q. M. C. 216	do	Voucher to Account Current. Entries made from Q. M. C. Forms 214 and 215. Original to Q. M. G. O. with Account Current
Return of Subsistence Stores	Q. M. C. 219	A. R. 701	To Q. M. G. O. by 10th of next month. Full instructions on form
Personal report, officers	Q. M. C. 400	A. R. 827	Required by officers belonging to or detailed in the Q. M. Corps only. One copy to Q. M. G. O. last day of each month
Report of animals and means of transportation	Q. M. C. 410	Notes on form	Two copies to Dept. Q. M. by 5th of next month
Report of operation of power plants	Q. M. C. 418	do	To Dept. Q. M. on 1st of next month. Full instructions on form
Report of Motor Trucks	Q. M. C. 416	do	Two copies to Dept. Q. M. on 1st of next month
Report of Automobiles	Q. M. C. 417	do	do
Report of Harbor Boats	Q. M. C. 420	do	For use only by Quartermasters having power boats under their charge. See notes on form
Return of Enlisted Men, Q. M. Corps	Q. M. C. 434	A. R. 1009	To Dept. Q. M. last day of each month
Report of water meter readings	Q. M. C. 449	Notes on form	Entries made from Q. M. C. Form 448. To Dept. Q. M. last day of each month

JANUARY 1

NATURE	FORM	AUTHORITY	REMARKS
Report of interments during the calendar year	Letter	A. R. 498	To Q. M. G. O. as soon as practicable after end of year
Estimate of Clothing	Q. M. C. 161	A. R. 1147	Two copies to Dept. Q. M. and one copy retained

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FEBRUARY 21

Inspection of public buildings by Post Commander and Quartermaster before March 1st. A. R. 1012. Call on responsible officers for memorandum of repairs needed to buildings, etc., under their charge.

MARCH 1

Annual Estimates of repairs to— Pumping Plants, etc. Lighting Plants, etc. Incandescent Lamps Roads, Walks, etc. Public Buildings Hospitals and H. S. Qrs.	Q. M. C. 415 a & b	A. R. 1012 1013 1014	To Dept. Hdqrs. not later than April 1. See instructions on forms

MARCH 31

Quarterly report of savings	Q. M. C. 71	Notes on form	One copy to Dept. Q. M. See instructions on form
Abstract of breakage, china and glassware	Q. M. C. 207	Notes on form	Voucher to Property Account
Statement of fuel consumed	Q. M. C. 211	do	do
Report of water system	Q. M. C. 422	do	Two copies to Dept. Q. M. last day of each quarter

MEMORANDUM

Settlement with organization commanders of property out on memorandum receipt. See A. R. 281, and par. 2087, Manual for Q. M. Corps, 1916.

APRIL 1

Estimate of clothing	Q. M. C. 161	A. R. 1147	Two copies to Dept. Q. M. and one copy retained

MAY 1

Requisition for Blank Forms	Q. M. C. 160	A. R. 1253 and par. 2726 Manual for Q. M. Corps, 1916	One copy direct to Q. M. G. O. to reach his office by May 15

JUNE 30

Quarterly report of savings	Q. M. C. 71	Notes on form	One copy to Dept. Q. M. See instructions on form
Abstract of breakage	Q. M. C. 207	Notes on form	Voucher to Property Account
Statement of fuel consumed	Q. M. C. 211	do	do
Report of water system	Q. M. C. 422	do	do
Efficiency report of Civilian Employes	W. D. 20 and 20a	Manual for Pars. 202-211 Q. M. Corps	Two copies to Dept. Q. M. by 10th of next month
Effeiency rating	Q. M. C. 175	do	Furnish each Civilian Employe when efficiency report is made
Report of Typewriters, Adding Machines, etc., exchanged	W. D. 35	Sec. 5, Genl. Deficiency Act, Mar. 4, 1915	Required only when labor saving machines have been exchanged in part payment for new machines. To reach the Q. M. G. O. not later than Aug. 1
Property return	Q. M. C. 200 until exhausted; then, A. G. O. 599	Pars. 2108; 2115 Q. M. C. Manual (Changes No. 1)	To Quartermaster General within 20 days after end of period
Annual report of operations of the Q. M. Corps	Forms furnished or typewritten	Special	This report called for annually about close of fiscal year. Full instructions given
Report of Typewriting Machines	Q. M. C. 407	Notes on form	Two copies to Dept. Q. M.
Report of Laundries	Q. M. C. 411	do	Two copies to Dept. Hdqrs on June 30. Required only from posts where laundries are operated by Q. M. Corps
Fuel Report	Q. M. C. 432 and 433	do	To Dept. Q. M. before July 5

MEMORANDUM

1. Settlement with organization commanders of property out on memorandum receipt, A. R. 281.
2. Deposit of public funds to credit of the Treasurer of the United States. A. R. 625.

JULY 1

Estimate of Clothing	Q. M. C. 161	A. R. 1147	Two copies to Dept. Q. M. and one copy retained

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SEPTEMBER 30

Quarterly report of savings	Q. M. C. 71	Notes on form	One copy to Dept. Q. M. See instructions on form
Abstract of breakage	Q. M. C. 207	Notes on form	Voucher to Property Account
Statement of fuel consumed	Q. M. C. 211	do	do
Report of water system	Q. M. C. 422	do	Two copies to Dept. Q. M.

MEMORANDUM

Settlement with organization commanders of property out on memorandum receipt, A. R. 281.

OCTOBER 1

Estimate of Clothing	Q. M. C. 161	A. R. 1147	Two copies to Dept. Q. M. and one retained

NOVEMBER 1

Requisition for Blank Forms	Q. M. C. 160	A. R. 1253 and par. 2726, Manual for Q. M. Corps	One copy direct to Q. M. G. O. to reach his office by Nov. 15

DECEMBER 31

Quarterly report of savings	Q. M. C. 71	Notes on form	One copy to Dept. Q. M. See instructions on form
Abstract of breakage	Q. M. C. 207	Notes on form	Voucher to Property Account
Statement of fuel consumed	Q. M. C. 211	do	do
Report of water system	Q. M. C. 422	do	Two copies to Dept. Q. M.
Efficiency report of Civilian Employes	W. D. 20 and 20a	Par. 202-211 Manual for Q. M. Corps	Two copies to Dept. Q. M. by 10th of next month
Efficiency rating	Q. M. C. 175	do	Furnished each Civilian Employe when efficiency report is made

Personal report, Noncommissioned Officers	Q. M. C. 401	A. R. 100	One copy forwarded through channels on Dec. 31
Efficiency report, Q. M. Sgt. and Sgt. 1st Class	Q. M. C. 460	Notes on form	To Q. M. G. O. Dec. 31. When a Quartermaster is relieved he fills in this form
Personal report, Q. M. Sgt., S. G., Q. M. Sgt., and Sgt. 1st Class, Q. M. Corps	Q. M. C. 461	do	To Q. M. G. O. Dec. 31. Also upon change of station, furlough or other absence from regular station
Property return	Q. M. C. 200 until exhausted; then A. G. O. 599	Pars. 2109; 2115 Q. M. C. Manual (Changes No. 1)	To Quartermaster General within 20 days after end of period

MEMORANDUM

Settlement with organization commanders of property out on memorandum receipt, A. R. 281.

WHEN THE OCCASION ARISES

Requisition for Class "A" and "B" Supplies and for Class II and IV Services	Q. M. C. 160 and 160a	See notes on form and Cir. 2, Q. M. G. O., 1917	General form of requisition. To be used for all requisitions and estimates when no special form is provided. For regular quarterly requisitions, three copies are to be forwarded to Dept. Q. M. about 30 days in advance of quarter for which required. (See "How to get supplies," par. 186.)
Report of boiler inspection	W. D. 34	G. O. 52, W. D., 1914	All steam boilers operated at 20 lbs. or more steam pressure, to be inspected once a year and this report submitted
Request for authority to advertise	W. D. 2	A. R. 499-501	For obtaining special or general authority to publish advertisements in newspapers, in connection with purchase of supplies or procurement of services
Report of open market purchases	W. D. 14	A. R. 554	Required for every open market purchase or procurement of services not personal exceeding $100.00 in amount. Forwarded with Account Current for month in which transaction occurs

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Reports—Civil Service Employes	W. D. 16-a to 16-q	Cir. 18, Q. M. G. O., 1914	See Manual for Q. M. Corps, par. 243
Cost of transportation furnished	Letter	A. R. 1111½	To soldiers' company commander through Depot Q. M., Washington, D. C.
Damage to rooms or furniture	Letter	A. R. 1011	To The Adjutant General of the Army, through channels. See Cir. 2, A. G. O., 1897
Changes of route by troops furnished transportation	Letter or telegram	A. R. 1113	To Quartermaster at place where changes are to be made
Payment of reward for apprehension of deserter	Letter	A. R. 121	To C. O. of deserter's company. See G. O. 59, W. D., 1906
Letter transmitting Memorandum Bill of Lading and Copy of Transportation Request	Q. M. C. 169	Par. 3407 Manual for Q. M. Corps, 1916	To officer who makes payment of transportation charges, at close of each day's business on which any Bills of Lading or Transportation Requests are issued
Memorandum Bill of Lading, Property received copy	Q. M. C. 154	do	To be mailed to consignee on day of issue in separate envelope from Original Bill of Lading
Payment of reward for apprehension and delivery of escaped military prisoners	Letter	A. R. 121	To the C. O. of Post from which the prisoner escaped
Sale at public auction	W. D. 325	A. R. 618 and 680	To be prepared and disposed of in accordance with instructions on form when a sale of public property at auction is held
When private buildings that have been used by the U. S. are vacated	Letter	A. R. 1018	Forwarded through channels to Q. M. G. O.
When leased buildings or grounds, or chartered vessels, etc., are given up	Letter		In duplicate to Q. M. G. O. Copy of letter to owner or agent of relinquished buildings, boats, etc.

Letter transmitting funds for deposit	Q. M. C. 35	Par. 605, Manual for Q. M. Corps, 1916	Used when funds are deposited to the credit of the Treasurer of the U. S., i. e., funds received from sales, soldiers' deposits, Q. M. Collections, savings on allotments not required for disbursements, etc. (Note. A special Treasury Department form is provided for making deposit of funds to a Quartermaster's official credit, subject to his check)
Report of construction or repair contract	Q. M. C. 109-d	Par. 783, Manual for Q. M. Corps, 1916	Required only when contract for construction or repair work is entered into. To be forwarded with contract if practicable
Copy of Contract, with affidavit	Q. M. C. 117 and exact copy of contract and all papers relating thereto	A. R. 561 and 563	To be forwarded to Returns office, Department of the Interior, within 30 days after approval of contract
List of persons transferred	Q. M. C. 152	Notes on form	To Q. M. G. O. on day of transfer of a Civilian Employe from one office to another
Individual transfer slip	Q. M. C. 152a	do	To Q. M. G. O. on day of transfer of an individual Civilian Employe from one office to another or from the Philippine Islands
Special Requisition for public animals	Q. M. C. 162	A. R. 1000	Submitted only when animals are required. To Q. M. G. O. through usual channels
Purchase of supplies	Q. M. C. 217	Notes on form	Voucher to Property Account. Copy of purchase voucher
Transfer of Typewriting Machines	Q. M. C. 408	do	To Q. M. G. O. when a T. W. Machine is transferred
Typewriter Descriptive List	Q. M. C. 409	do	File of same is kept, and cards sent to Q. M. G. O. direct upon final disposition of a machine

Data Sheet for power plants, systems, etc.	Q. M. C. 423 to 427	Notes on form	See page 48, Vol. 2 (Appendix), Manual for Q. M. Corps, 1916
Report of inspection of public buildings	Q. M. C. 466	A. R. 1010	Report of Quartermaster as to condition when a building is to be occupied or vacated. File in Q. M. Office
Report of hire or separation of temporary Civilian Employe	Q. M. C. 485	Notes on form	Three copies to Dept. Q. M. when a temporary employe in a Civil Service position is employed or separated from the service
Transfer of Motor Vehicles	Q. M. C. 493	Par. 3254 Manual for Q. M Corps, 1916	Full instructions in this paragraph.
Report of injury of Civilian Employe	C. A. 1-b to 20-a	Notes on forms	See par. 159, Manual for Q. M. Corps, 1916.

Note.—Numerous reports, etc., are required in connection with the Army Transport Service which are not listed here. For full list and instructions, see pages 57 to 63, Vol. 2 (Appendix), Manual for Q. M. Corps, 1916.

CHAPTER VIII

THE COMPANY

207. Books and records. The following books and records are required by Army Regulations and War Department orders to be kept in each company:

(a) *Daily Sick Report.* (A. R .280, Form No. 339, A. G. O.) On which are entered the names of all enlisted men requiring medical attention and such of the company officers as may be excused from duty because of illness. The report is signed each day by the surgeon and the company commander, and shows whether or not the sickness was incurred in line of duty.

(MODEL PAGE)

COMPANY OFFICER'S REPORT.					MEDICAL OFFICER'S REPORT.	
DATE 1916	SURNAME. CHRISTIAN NAME.	RANK.	WHEN TAKEN SICK	IN LINE OF DUTY. (Yes or No.)	IN LINE OF DUTY. (Yes or No.)	DISPOSITION.
Aug. 20	Smith, Paul	Pvt.	8-14-16	No 6045	No	Hosp.
	Edwards, Samuel	Pvt.	8-19-16	Yes	Yes	Hosp.
	Edward Moore, Capt. 37th Inf. Comdg Co.					Harrison, Maj. M.C.
Aug. 21	Smith, Paul	Pvt.	8-14-16	No 6045	No	Hosp.
	Edwards, Samuel	Pvt.	8-19-16	Yes	Yes	Qrs.
	Edward Moore, Capt. 37th Inf. Comdg. Co.					Harrison, Maj. M.C.
Aug 22	Smith, Paul	Pvt.	8-14-16	No 6045	No	Hosp.
	Edwards, Samuel	Pvt.	8-19-16	Yes	Yes	Duty
	Smart, Edward	Corp.	8-22-16	Yes	Yes	Duty
	Edward Moore, Capt. 37th Inf. Comdg. Co.					Harrison, Maj. M.C.

FIG. 3

(b) *Duty Roster.* (A. R. 282, Form No. 342, A. G. O.) On which is kept a record of all details for guard duty, kitchen police, and other details for service in garrison and in the field, except the authorized special and extra duty details. For instructions regarding the keeping of roster, see, "Details and Rosters," Manual of Interior Guard Duty and the Model and instructions in front of Form 342, A. G. O.

(c) *Files of Orders.* (A. R. 280.) A file will be kept of all orders issued by the company commander. Files will also be kept of all orders and instructions received from higher authority.

(d) *Company Fund Book.* (A. R. 280, Form No. 452, Q. M. C.) In which are entered all receipts to, and expenditures from, the company fund, together with the monthly proceedings of the Company Council of Administration [illegible] thereof, purchased

from the company fund. The model in the front of the book shows how the account is to be kept.

(e) *Morning Report.* (A. R. 280). Which shows, at the hour the report is submitted, the exact condition of the company as to the number of officers and men present for duty, sick, absent, etc. All changes since the last report (the day before) are shown by name, under "Remarks," on the right-hand page, and by number on the left hand page. In case of no change since last report, note, "No change," under, "Remarks," and also on the left-hand page. (See model given below.)

MODEL PAGE

(Left-hand page)

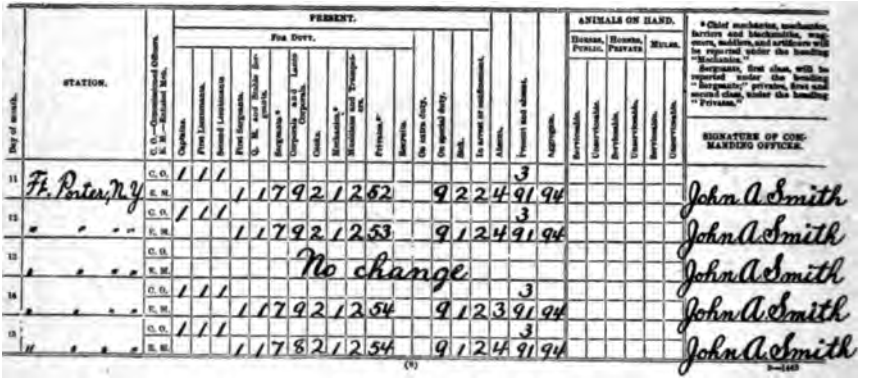

Fig. 1.

(f) *Correspondence Book, with index.* (A. R. 280.) In which is entered a brief of each item of correspondence in respect to which a record is necessary, and a notation of the action taken thereon. (See Pars. 13-24.)

(g) *Document File,* being the original document or communications when these are retained, and carbon, letter press, or other copies of letters, indorsements, or telegrams sent in regard to the same, all of which are filed according to serial numbers. (See par. 13.)

(h) *Delinquency Record* (A. R. 280, Form No. 509, Q. M. C.), in which are noted the disciplinary punishments awarded by the company commander in compliance with the provisions of A. R. 953.

(i) *Property Responsibility* (A. R. 280, Form No. 501cc, Q. M C., for quartermaster property, and Form No. 501c, for ordnance property.)

Two loose-leaf books in which are listed, in one all articles of quartermaster property, and in the other, all articles of ordnance property, issued each soldier for his personal use.

(j) *Service Record.* (Formerly called, "Descriptive List.") (A. R. 280, Form No. 29, A. G. O.) One for each member of the company, in which is kept a full description of him, including date of enlistment, personal description, record of deposits, trial by court-martial, record of vaccination, clothing account, etc.

(Right-hand page).

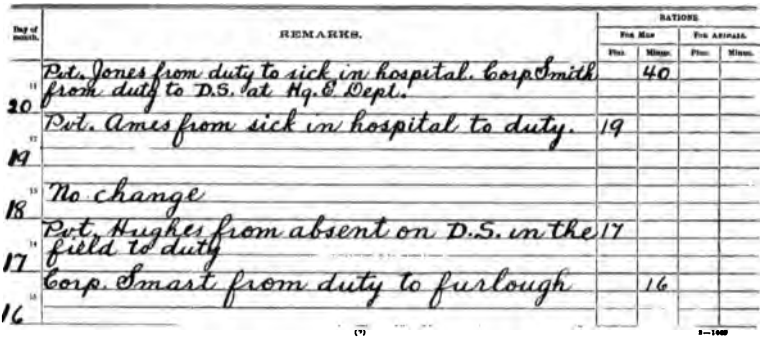

FIG. 2

(Note. The numbers 20, 19, 18, 17, 16, etc., entered by hand on the left in model (Fig. 2) and which show the number of days from each printed number (date) to the end of the month, are entered the beginning of each month, and are a convenience in showing at once the number of rations to be added or deducted in the case of men joining or leaving the company. In the above model it is assumed that rations are drawn monthly and that the month with which we are dealing has 31 days.)

CLOTHING ACCOUNT

Settlements. Company and detachment commanders settle the clothing account of every enlisted man of their commands on June 30 and December 31 of each year, without regard to date of individual enlistment. The entire amount due the United States, if any, is charged to the soldier upon the pay rolls embracing the date of settlement (that is, covering the months of June and December) and on subsequent rolls until the whole amount is deducted. (A. R. 1160.) A soldier's clothing account is also settled whenever he severs his connection with the company by death, desertion, furlough to the Regular Army Reserve, or transfer (except that if a soldier is transferred

207 (contd.)

before he has been in the service six months, his clothing account is not settled to date, but merely the total amount of clothing drawn from date of enlistment to date of transfer, is entered in the proper place on the Descriptive List—Note on D/L).

Pars. 1161-1166, A. R., which should be read and reread by company clerks until thoroughly mastered, explain how clothing accounts are settled.

The annual War Department clothing order gives the money allowance under the following headings, the amounts given below being those of the 1916 clothing order:

Initial allowance	*(Initial allowance)*	$43.05
Monthly share of initial allowance		7.18
Daily share of initial allowance		.24
Semiannual allowance	*(Yearly allowance)*	12.40
Monthly allowance		2.07
Daily allowance		.07

The only time that use is made of "Monthly share of initial allowance," and "Daily share of initial allowance," is when a soldier is separated from the service during the first six months of his service.

Whenever a soldier's clothing account is opened in the organization to which he has been assigned, he is always credited with the initial allowance.

At the first settlement thereafter he is credited with the yearly allowance accruing between date of enlistment and date of settlement, as determined by the monthly and the daily rates.

At each succeeding settlement (June 30 and December 31) he is credited with half the yearly allowance, and whenever he severs connection with his company, he is credited with the amount due from date of last settlement to date of severance of connection with company, as determined by the monthly and daily rates of the yearly allowance.

Remember that a soldier who absents himself from his post or company without authority forfeits his clothing allowance accruing during the period of such unauthorized absence. (A. R. 132.)

Example

The following example illustrates how a clothing account is settled: *Pvt. Smith enlisted July 15, 1916, and was discharged by purchase September 20, 1917.*

(1) SETTLEMENT OF CLOTHING ACCOUNT, DECEMBER 31, 1916:

CREDITS

Initial allowance (with which account was credited when opened—taken from 1916 clothing order)	$43.05
Monthly allowance (of yearly allowance), from July 15 to December 14, 5 months @ $2.07 per month	10.35
Daily allowance (of yearly allowance), from December 15 to 31, 17 days @ $0.07 per day	1.19
Total Credits	$54.59

DEBITS

Total amount of clothing drawn during period (assumed)	60.10
Balance due U. S.	$ 5.51

Which amount, $5.51, is charged against Pvt. Smith on the December pay rolls.

(a) SETTLEMENT OF CLOTHING ACCOUNT, JUNE 30, 1917:

CREDITS

Semiannual allowance, from January 1, to June 30, 1917	$12.40

DEBITS

Clothing drawn during period	$6.50	
Absent 5 days without leave during period, 5 days @ $0.07	.35	
		6.85
Balance due soldier		$ 5.55

Which amount, $5.55, is credited to the soldier on his clothing account.

(3) SETTLEMENT OF CLOTHING ACCOUNT, SEPTEMBER 20, 1917, THE DAY THAT PVT. SMITH WAS DISCHARGED BY PURCHASE.

CREDITS

Amount credited June 30	$ 5.55
Monthly allowance from July 1 to August 31, two months @ $2.07 per month	4.14
Daily allowance from September 1 to 20, twenty days @ $0.07 per day	1.40
Total credit	$11.09

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DEBITS

Amount of clothing drawn during period. 4.50

Balance due soldier $6.59

Which amount, $6.59, is credited to soldier on his final statements.

(k) *Descriptive Card of Public Animals.* (A. R. 280, Form No. 277, A. G. O.) To be kept in organizations supplied with public animals.

(l) *Retained Copies of Rolls, Returns, etc.* (A. R. 280-281.) Retained copies of the various rolls, reports, and returns (property and other) that are required by orders and regulations.

(m) *Memorandum Receipts.* (A. R. 281, Form No. 448, A. G. O.) There will be kept in each company or detachment full information respecting all equipment and other property held on memorandum receipt, showing list of articles, date of receipt, from whom received, and the name of the officer who signed the memorandum receipt therefor; also an account of all articles turned in, expended, stolen, lost, or destroyed; and the company or detachment commander will have a settlement with the staff officers concerned quarterly and when relinquishing his command.

(n) *Abstract Record of Memorandum Receipts.* Par. 1, G. O., 6, 1916. Form No. 448b, A. G. O.) For keeping a record of property issued on memorandum receipt, in connection with the unit accountability equipment.

(o) *Record of Rifles.* (Page 14, Ordnance Pamphlet No. 1965), showing the number of the rifle, the Arsenal where made, date of receipt, to whom issued, and number of shots fired each target season. (Note. Geo. Banta Publishing Co., Menasha, Wis., print an excellent card for this purpose.)

(p) *Summary Court Records.* (Form No. 594, A. G. O.) Commanding officers are required by A. R. 957 to furnish organization commanders with true copies of all summary court records relating to men of their organizations, which papers form a part of the records of the organization.

(q) *Statement of Clothing Charged to Enlisted Men.* (Form 165b, Q. M. C.) When clothing is drawn individually from the quartermaster, the Individual Clothing Slips are entered on the Statement of Clothing Charged to Enlisted Men, which is filed with the requisition to which it pertains.

(r) *Abstract of Clothing.* (Form 180, Q. M. C.) All individual clothing slips are entered on this abstract as the issues are made, the total quantities and money values being determined and the abstract completed at end of month or when the organization leaves the vicinity

of the issuing quartermaster for an extended period. At the close of period covered, the organization commander compares his copy of the abstract with the quartermaster's copy, and it is then filed with the Individual Clothing Slips (Form 165, Q. M. C.) and Statement of Clothing Charged to Enlisted men (Form 165b, Q. M. C.)

(s) *Record of Size of Clothing.* (G. O. 48, 1911.) A record of the sizes of clothing of every man in the company as ascertained by measurement.

(t) *Company Target Records.* (Par. 254, S. A. F. M., Form No. 307, A. G. O.) An individual record is kept for each man of the company and for every officer firing, on which are entered the record rifle practice and the qualification for each target season. A similar record is kept in the case of those required to fire with the pistol. (Form 308, A. G. O.) Records are also kept of the company combat firing and the proficiency test, and of the combat practice. The combat practice records are kept until the close of the following target season, when they may be destroyed. (See Par. 226, S. A. F. M.)

208. Company Return. (A. R. 811, Form No. 30, A. G. O.) On the first day of each month a Company Return for the preceding month is submitted to regimental headquarters. The return gives by name all changes since rendition of last return in the case of officers, and by number all changes in the case of enlisted men, and shows the condition of the company at midnight of the last day of the month for which rendered. All officers, present and absent, are accounted for by name, and under "Record of Events," is given a brief statement of the duties performed by the company during the month, including marches made, actions in which engaged, etc. See next page for a "Model" Company Return.

209. Blank Forms. (Official.) A supply of the blank forms named in pars. 210-213 should be kept on hand in a suitable case, with properly labeled compartments.

210. Furnished by The Adjutant General's Department. The forms furnished by the Adjutant General's Department are given in a list published under date of Nov. 17, 1915. Distribution to posts or organizations is made by the department adjutants (Par. 1, G. O. 80, 1911), and in each department there are orders prescribing when and how the requisitions (on Form 383, A. G. O.) shall be submitted, whether the forms shall be gotten from the department adjutant direct or from the post adjutant, etc. A. R. 1571 requires that blank forms be called for by name and number.

(Obverse)

Note 1.—On the first day of each month every officer commanding a company, troop, or battery will send directly to the Adjutant General of the Army a return of his command as it existed at midnight on the last day of the preceding month. Separate returns will be rendered for each detachment, company, troop, or battery not forming part of a regiment, cavalry brigade, or provisional squadron. Where any part of a regiment, cavalry brigade, or provisional squadron is serving at a post or station with a part of its regimental headquarters, the return will be rendered by the officer commanding the regimental headquarters. Where any part of a regiment, cavalry brigade, or provisional squadron is serving at a post or station without any part of its regimental headquarters, the return will be rendered by the officer commanding the largest detachment present. Where any part of a regiment, cavalry brigade, or provisional squadron is serving at a post or station without any part of its regimental headquarters, and one copy retained. The retained copy will, if necessary, be signed by the officer commanding the next largest detachment present. Where any part of a regiment, cavalry brigade, or provisional squadron is serving at a post or station without any part of its regimental headquarters, and no officer is present with any detachment thereof, the return will be rendered by the officer commanding the post or station. The headings of columns may be changed or additional columns added when authorized, but they must be clear and distinct and the original copy must be on the line indicated.

Co. "A", 40th Inf., stationed at Ft. Grant, Ariz.
(Organization) (Regiment)

CONDITION OF THE ORGANIZATION AT MIDNIGHT ON THE LAST DAY OF April 1912., 191 :

OFFICERS.				ENLISTED MEN.					STRENGTH LAST MONTHLY RETURN.				HORSES.			
	ABSENT.				ABSENT.											
PRESENT	Within the Department.	Without the Department.	TOTAL.	PRESENT.	Within the Dept. On detached service.	Within the Dept. For other cause.	Without the Department.	TOTAL.	Officers.	Enlisted men.	Wounded in action.	Missing in action.	Serviceable.	Unserviceable.	Lost in action, died, etc.	PIECES OF ARTILLERY.
2	1		3	79	3	4	2	88	2	90	2					
*1			1													

*Officer and enlisted men attached will be reported on this line, but will not be included in any of the totals.

[202]

Number of men to be discharged during the next three months, 6 *; number who will probably reenlist,* 2

EFFECTIVE STRENGTH: Officers, _____ *; enlisted men,* _____

(Effective strength will be reported only in campaign, and in determining such strength only those who are available for service in line of battle will be included. Officers and enlisted men who are sick or disabled, on duty in any of the staff or supply departments, or for any other reason are not available in line of battle, will be excluded.)

ALTERATIONS SINCE LAST MONTHLY RETURN.

OFFICERS.					ENLISTED MEN.																	
GAIN	LOSS.				GAIN.					LOSS.												
			DIED.							DISCHARGED.						DIED						
By promotion, appointment, or transfer.	Resigned.	Dismissed.	Killed in action.	Of wounds received in action.	Of disease, etc.	Re-enlisted.	Reenlisted from the ranks.	By transfer.	From desertion.	Total.	Expiration of service.	By civil authority.	By sentence G.C.M.	By order.	Retired.	Transferred.	Killed in action.	Wounds received in action.	Of disease.	Accident.	Drowned.	Suicide.	Murder or homicide.	Deserted.	Total.
1						1	1	1	1	5	1	1	1	1		1				1				1	7

William L.Millard.
Capt.,40th Inf.,
Commanding Organization.

Form No. 36. A. G. O.
Ed. Oct. 25-15-50,000. 8—2000

FIG. 4

(Reverse side)

RETURN OF Co."A", 40th Inf., (Organization.) (Regiment.) April (Month.) 1912. 1912

OFFICERS, PRESENT AND ABSENT, ACCOUNTED FOR BY NAME.

NOTE 1.—Officers will be accounted for by name under the following headings and in the order named: 1. *Present;* 2. *Absent;* 3. *Resigned, died, or transferred;* 4. *Attached.*

NOTE 2.—The *date* (with number, date, and source of order) on which an officer is *assigned, attached, transferred to, or relieved from duty with, joins or rejoins,* the organization, *assumes* or is *relieved* from the command of it, or from any *special* duty, also all absences of whatever duration or from whatever cause, with authority therefor, and dates of departure and return will be stated opposite his name.

NOTE 3.—All cases of absence, the nature, commencement of, and termination, and periods authorized, with numbers, dates, and sources of orders (and in case of absence on detached service, sick, or in confinement, the place of absence) will be stated on the first return; in subsequent returns, while such absences continue, will be noted, "_____ since _____. See return, _____ (month) _____ 191__." (Nature of absence.) (Month, date, and year.) (Post return bearing the entry.)

NOTE 4.—Opposite the names of officers who have *resigned* or been *transferred from* the organization will be noted the date of resignation or transfer, with number, date, and source of order, and opposite the names of those who have died, the date, place, and cause of death.

NAME.	RANK.	REMARKS.
William L. Millard	Capt.	Comdg Co. Sick April 6 to 11.
Samuel Loftus	2d Lt.	Duty with Co. Comdg Co., April 6 to 11. On leave 4 days, per S.O.26, Ft.Grant, Ariz., April 23/12. Left post April 23, rejoined April 27/12.
Absent.		
Arthur Howell	1st Lt.	Transferred to Co., per R.S.O.70, April 2/12. On leave for 3 mos since April 4/12, per S.O.80, W.D., Mar.25/12. Never joined.
Attached.		
Thomas J.Haley,	1st Lt.	Attached to Co., since April 2/12, per S.O. 23, c.s., post. Joined sd.

RECORD OF EVENTS.

NOTE 6.—*Actions* in which the organization, or any portion of it, has been engaged, *scouts, marches, maneuvers, changes of stations,* and *everything of interest* relating to the *discipline, efficiency,* or *service* of the organization, will be *minutely* and carefully noted, with *dates, places, distances marched,* etc.
NOTE 7.—The name and rank of officers and soldiers *killed, missing, or wounded* in action, with *dates* and *places,* will be accurately noted. 3—2159

The company performed the usual garrison duties during the month.
On April 13/12, the company, with Co."B", under command of Capt.Wm.L. Millard, 40th Inf., left post on scout in search of Indians; engaged Indians April 15/12, near Eureka Springs, Ariz. Corpl.Mike Burling and Pvt.Harry Smith wounded. Returned to post April 16/12; distance marched 50 miles.
The company, as a part of the 1st Battalion, participated in a practice march to Stein's ranch April 4; returned to post April 5; distance marched 20 miles.

210 (contd.)

210 (contd.)

The numbers in parentheses following the names of the forms, refer to the paragraphs in the Army Regulations bearing on the rendition of the forms.

Form No.

3. Notification of Discharge. (155)
21. Muster Roll, Detachment. (807)
25. Descriptive and Assignment Card. (847)
26. Field Return. (812)
29. Service Record. (Formerly called "Descriptive List.) (280)
30. Return of Troop, Battery, Company, or Detachment (with model). (811)
34. Inventory of Effects of a deceased Soldier. (162; 162½)
61. Muster Roll, Troop, Battery, and Company. (807)
66. Furlough. (106)
95. Descriptive List of Deserters. (118)
149. Return of Casualties in Action. (818)
196. Report of Survey. (710)
277. Descriptive Card of Public Animals. (Mounted Organizations.) (1069, 1070, and 1071)
304. Record of Known Distance Rifle Firing—Individual. (254 S. A. F. M.)
305. Record of Pistol Firing—Individual (254 S. A. F. M.)
307. Report of Known Distance Rifle Firing and Classification. (255 S. A. F. M.)
308. Report of Pistol Firing and Classification. (245 S. A. F. M.)
332. Morning Report, Troop, Battery, Company, or Detachment. (280)
339. Daily Sick Report. (280)
342. Duty Roster (with model). (282)
380. Designation of Beneficiary of Officer or Enlisted Man. (1385)
383. Requisition for Books and Blank Forms supplied by the Adjutant General's Department.
415. Report of Death and Disposal of Remains. (167)
437. Furlough and Transfer to Army Reserve.
443. Reservist's Descriptive Card. (Par. 16, Regulations Regular Army Res.)
444. Reservist's Quarterly Report Card. (Par. 19, Reg. Regular Army Res.)
445. Reservist's Report Card upon Return to United States.
448. Memorandum Receipt.

448a. Instruction Slip.
448b. Abstract Record of Memorandum Receipts.
450. Record of Cost of Maintenance of Unit Equipment.
468. Request for Retirement. (Enlisted men)
489. Model Remarks for Muster Rolls.
525. Honorable Discharge from U. S. Army. (150) (To be retained in the personal custody of the company commander.)
526. Discharge from U. S. Army. (150) (To be retained in the personal custody of the company commander.)
527. Dishonorable Discharge from U. S. Army. (150)
559. Report of Furlough to Reserve. (Par. 16, Reg. Army Res.) Correspondence Book.
594. Charge Sheet.
601. Covers replacement of expendable articles and others pertaining to equipment "C"; also, ammunition expended in practice firing, etc.
602. Statement of charges against enlisted men.
603. Due certificate.
604. Requisition for expendable articles for maintenance of equipments.

211. Furnished by the Quartermaster Corps. Circular 12, Office of the Quartermaster General, June 8, 1916, publishes a list of the blank forms furnished by that department, with instructions as to their use.

Organization commanders obtain the forms from the post quartermaster, except the delinquency record (No. 509), the company council book (No. 452), and the individual property responsibility (No. 501), which are obtained by letter direct from the Quartermaster General [paragraph (d) page 107, Cir. 12, O. Q. M. G., 1916] and the final statement (No. 370), which is distributed by the department adjutant (Bulletin 19, 1913), and in some departments organization commanders are required to obtain it from the post adjutant. In practice the Q. M. C. forms that are obtained from the post quartermaster are gotten by verbal request, by sending a note, or writing a letter.

War Department Forms.

No.
366. Pay roll (first sheet).
366a. Pay roll (follow sheet).
370. Final Statement (To be kept in personal custody of company commander, A. R. 150).

Q. M. C. Forms.

No.
8a. Advice of soldier's deposits.

38. Soldier's allotment.
39. Discontinuance of soldier's allotment.
41. Soldier's deposit book.
176. Requisition for corn brooms, scrubbing brushes, etc.
180. Abstract of clothing drawn (or issued) on individual clothing slip.
180a. Abstract of clothing drawn (or issued) on individual clothing slip (extra sheet for Alaska).
204. Requisition for issue of stationery.
207a. Certificate of breakage, china and glassware.
208. Statement of charges.
213. Requisition for clothing (in bulk).
213a. Requisition for clothing (in bulk), extra sheet for Alaska.
223. Ration return.
227. Memorandum receipt.
406. Official telegram.

Q. M. C. Field Forms.

No.

3. Ration return (used only in time of war beyond advanced depots).

212. Furnished by the Ordnance Department. Requisitions are made annually and forwarded to the chief of Ordnance not later than April 30 of each year. (A. R. 1551.) In the Philippines requisitions are sent directly to the Department Ordnance Officer (Par. 7, Cir. 14/08).

(List of blanks given in Pamphlet No. 1467, Ordnance Department; also in the Ordnance Property Regulations, 1909.)

Form.

No.

19. Certificate of expenditures. (Used by organization commanders to drop ammunition of all kinds and score books.)
86. Statement of charges. (All articles of ordnance charged against enlisted men, including deserters are entered on this form.)
94. Report of ordnance charges. (When charges for ordnance property are made on the pay roll, a report of such charge is forwarded to the Chief of Ordnance, through the quartermaster who pays on the rolls on which the charges appear.)
146. Transfer of ordnance property. (Used by organization commanders to invoice to post ordnance officers empty ammunition boxes, shells, clips, and bandoleers.)
152. Invoice and receipt for transfer of ordnance property under A. R. 1535.
386. Requisition for ordnance and ordnance stores.

213. Furnished by the Inspector General's Department.

Form.

No.

1. Inventory and Inspection reports.
1a. Extra sheets for Form 1.
2. Inventory and Inspection reports of Public Animals.
2a. Extra sheets for Form 2.

214. Blank Forms. (Unofficial.) Geo. Banta Publishing Co., Menasha, Wis., print a number of special Blank Forms, known as "Simplex" forms, whose use in a company saves much time and labor. It is suggested that you write for a catalogue of their "Simplex" Blank Forms. The Company Collection Sheet, the Target Score Card, the Rifle Record Card, and the Daily Detail lists, are especially recommended, but the Muster and Pay Roll Data Card is probably the best of the "Simplex" forms. Its use is explained in Par. 295.

215. BOOKS OF REFERENCE AND INSTRUCTION TO BE KEPT IN THE COMPANY OFFICE

Army Horse in Action and Disease. (Mounted organizations only.)
Army Rations, Issue and Conversion Table.
Army Regulations.
Army Register.
Army Transport Regulations.
Compilation of General Orders, Circulars and Bulletins of War Department. (1881 to 1915.)
Conventional Signs. (Used on maps.)
Description and rules for the management of the U. S. Rifle. (Pamphlet No. 1923. From Chief of Ordnance.)
Description of the Automatic Pistol. (Pamphlet No. 1715. From Chief of Ordnance.)
Description of the Infantry Equipment. (Pamphlet No. 1718. From the Chief of Ordnance.)
Digest of Opinions, Judge Advocate General.
Drill Regulations.
Elements of Military Hygiene. (Ashburn)
Equipment and Horse Training, notes on. (For mounted organizations only.)
Field Musicians' Manual. (Canty)
Field Sanitation. (Wilson)
Field Service Regulations.

ctor General's Department.

215 (contd.)

Hand Book of Range Finders for use of Infantry and Cavalry. (Pamphlet No. 1797. From Chief of Ordnance.)

Instructions for Assembling the Infantry Equipment. (Pamphlet No. 1717. From Chief of Ordnance.)

Instructions for the Care and Repair of Small Arms and Ordnance Equipment. (Pamphlet No. 1965. From Chief of Ordnance.)

List of Blanks, Pamphlets, etc., furnished by the Ordnance Department. (Form 1467. From Chief of Ordnance.)

Manual for Army Bakers.

Manual for Army Cooks.

Manual of Field Engineering.

Manual of Army Horseshoer. (Mounted organizations only.)

Manual for Courts-martial.

Manual of Medical Department. (From Surgeon General.)

Manual of Interior Guard Duty.

Manual of Physical Training.

Mess Sergeants' Hand Book. (Holbrook)

Military Laws of the United States.

Military Sketching and Map Reading for Noncommissioned Officers. (Grieves)

Noncommissioned Officers' Manual. (Moss)

Notes on Field Fortification. (Army Field Engineering School.)

Officers' Manual. (Moss)

Ordnance Property Regulations. (From Chief of Ordnance.)

Pack Transportation. (Daly)

Price List of Ordnance and Ordnance Stores. (Pamphlet No. 1897. From Chief of Ordnance.)

Quartermaster Corps Manual. Volumes I and II.

Regulations for Field Firing and Proficiency Test.

Regulations for Field Maneuvers, U. S. Army.

Regulations for Regular Army Reserve.

Rules of Land Warfare.

Sabre Exercises. (Mounted Organizations only.)

Score Book, Bull's Eye.

Signal Book, U. S. Army.

Small-Arms Firing Manual.

Soldier's Foot and Military Shoe. (Munson)

Soldiers' Hand Book.

Supply and Allowance Tables. (Pamphlet No. 1970. From Chief of Ordnance.)

Tables of Organization.

Uniform Regulations.

Uniform Specifications.

Unit Equipment Accountability Manual.

216. Requisition for Quartermaster Supplies. The following are the ways to obtain quartermaster supplies for the use of the company:

1. *Expendable articles.* All *expendable* supplies (such as lye, sapolio, scrubbing brushes, corn brooms, mops, stove polish, etc., except stationery and books) are obtained on Q. M. C. Form No. 176, approved by the commanding officer. (See A. R. 1181.)

Stationery and books are obtained on Q. M. C. Form No. 204. (No fixed allowance, quantities being subject to approval of the commanding officer.)

2. *Unexpendable articles.* All *unexpendable* supplies (tents, stoves, axes, shovels, buckets, mosquito bars, etc.,) with the exceptions indicated in the table below, are obtained from the quartermaster on memorandum receipt (Q. M. C. Form No. 227) (See A. R. 281; 1089-1092.)

The following table gives the blank forms used in obtaining the quartermaster supplies that are gotten right along, and the paragraphs of the Army Regulations, regarding allowances, etc:

Articles	Form	A. R.
Brooms	176 Q. M. C.	1181
Candles	223 Q. M. C.	1215
Clothing	213 Q. M. C.	1157
Fuel	477 Q. M. C.	1044
Forage (mounted organizations)	218 Q. M. C.	1050-1061
Ice	223 Q. M. C.	1215
Lye	176 Q. M. C.	1182
Matches	223 Q. M. C.	1215
Mops	176 Q. M. C.	1181
Rations	223 Q. M. C.	1209
Sapolio	176 Q. M. C.	1182
Scrubbing brushes	176 Q. M. C.	1181
Soap	223 Q. M. C.	1215
Stationery	204 Q. M. C.	1062
Toilet Paper	223 Q. M. C.	1215

217. THE COMPANY CLERK

The following are the usual duties of the

1. *Preparation of returns, rolls, repo*

the company morning report, the si

returns, the pay rolls, the muster rolls, discharges, final statements, reports, requisitions, etc., and to keep the data necessary with which to make out these papers. It is his duty to keep track of the time when periodical reports are to be made and to see that they are prepared and submitted on time.

2. *Correspondence Book, Document File, and Correspondence.* He is also charged with looking after the Correspondence Book and Document File and under the supervision of the company commander he writes all letters and indorsements connected with the administration of the company.

3. *Files of Orders.* To file all War Department and other orders received and to see that the files are complete, reporting to the company commander any missing orders. When an order is received revoking or modifying in any way a previous order, the fact of revocation or modification, with number and year of revoking or modifying order, will be noted on the order revoked or modified.

4. *Keeping War Department publications posted.* To keep the Army Regulations, Drill Regulations, Uniform Regulations, and all other War Department publications in the company posted to date by pasting therein the changes, as required by G. O. 11, W. D., 1912.

(See, "Army Changes," in advertising directory at back of book.)

5. *Blank Forms.* To see that there is always on hand a supply of all blank forms. In case any form is about to be exhausted, he will at once notify the company commander.

6. *Writing official letters for members of company.* Under the supervision of the First Sergeant, to write for members of the company applications for furlough, applications for discharge by purchase and other letters of an official nature.

7. *Furnishing information to members of the company.* To furnish members of the company such information as they may desire regarding orders, Army Regulations, and other kindred matters.

218. Observance of the following will add to the efficiency and usefulness of the company clerk:

1. When an officer severs his connection with the company, or when the company commander is to be absent from the company for a month or more, remind the company commander about completing the efficiency reports to date.

2. Enter in the correspondence book the fact and the date of mailing of muster rolls, pay rolls, company returns, and all other papers, reports, and returns that are not made of record in the Document File.

3. Open at the proper place deposit books or other books or any folded paper that you may put on the company commander's desk or that you may present to him for his signature.

Study carefully Chapter 1, General Principles; also, Pars. 6, 7, 8, 9, 13, 14, 15, 16, 17-61, 65, 66, 67, 68, 71, 74, 76, 78, 79.

5. Become thoroughly familiar with the following paragraphs in the Army Regulations: 28, 29, 54, 90, 96, 104, 117, 120, 121, 124, 127, 129-135, 139-145, 147-167, 178-188, 265-302, 316-324, 327-341, 345, 349-354, 370, 374, 423, 435-440, 464-470, 492, 677-703, 710, 713, 718, 722, 724, 725, 775-791, 802, 807-810, 811-816, 818-824, 829, 834-839, 852, 862, 863, 866, 870, 899, 903-914, 919, 927, 929-931, 933, 940, 953, 960, 962, 970, 976, 1018-1023, 1027, 1044, 1050-1053, 1056, 1062, 1063, 1072, 1077-1085, 1089-1092, 1126, 1144, 1147, 1153, 1156-1181, 1168, 1176, 1181, 1182, 1202, 1203, 1205-1209, 1214, 1215, 1220-1222, 1229, 1232, 1233, 1236-1238, 1249, 1315-1384, 1402, 1419, 1430, 1450, 1451, 1471, 1472, 1521-1523, 1528-1532, 1534-1538, 1540, 1542, 1543-1551, 1562, 1569-1573.

6. Always read every post, regimental, department, and War Department order, and all bulletins and changes, that are received.

219. Company Orders. The following is the usual form of a company order:

COMPANY "C," 29TH INFANTRY,
CAMP GAILLARD, C. Z., January 1, 1916.

ORDERS
No. 1

1. Mechanic John A. Smith is relieved as mechanic and returned to duty as private.

2. Private Henry Jones is appointed mechanic, vice Smith, relieved.

JAMES A. SMITH,
Capt. 29th Inf., Comdg.

The following are the usual routine orders issued in a company:

Bugler.

(a) Private John A. Smith is appointed bugler.

(b) Bugler John A. Smith is relieved and returned to duty as private.

Company Clerk.

Private 1st Class John A. Smith is detailed on special duty as company clerk.

Company Tailor.

Private 1st Class John A. Smith is detailed on special duty as company tailor.

Cook.

(a) Private Henry J. Harris is appointed cook.

(b) Cook John A. Smith is relieved as cook and returned to duty as private 1st class.

First Class Private.

Private John A. Smith is appointed private 1st class.

First Sergeant.

(a) Sergeant John A. Smith is appointed first sergeant.

(b) First Sergeant John A. Smith is relieved as first sergeant.

(c) First Sergeant John A. Smith is relieved as first sergeant and Sergeant Henry Jones is detailed in his stead.

Lance Corporal.

Private 1st Class John A. Smith is appointed lance corporal, and will be obeyed and respected accordingly.

Mess Sergeant.

Sergeant John A. Smith is appointed mess sergeant.

Supply Sergeant.

Sergeant John A. Smith is appointed supply sergeant.

220. Labor-saving devices and conveniences. Use of the labor-saving devices and conveniences named below will do much to save time and labor, insure accuracy, and instill method and system into the paper-work of the company.

(a) *Rubber stamps.*

1. COMPANY FUND, Co. "A," 1st INFANTRY.
   (Used on checks drawn against the company fund.)
2. (Fig. 6.)

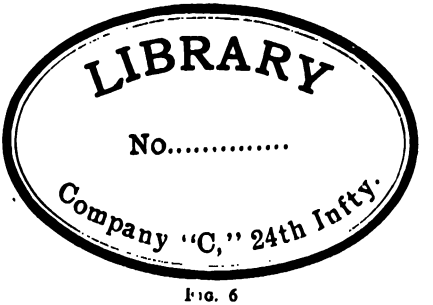


FIG. 6

(Used for stamping books, papers, and magazines received in the company library.)

See par. 26, for receiving-dating stamp.

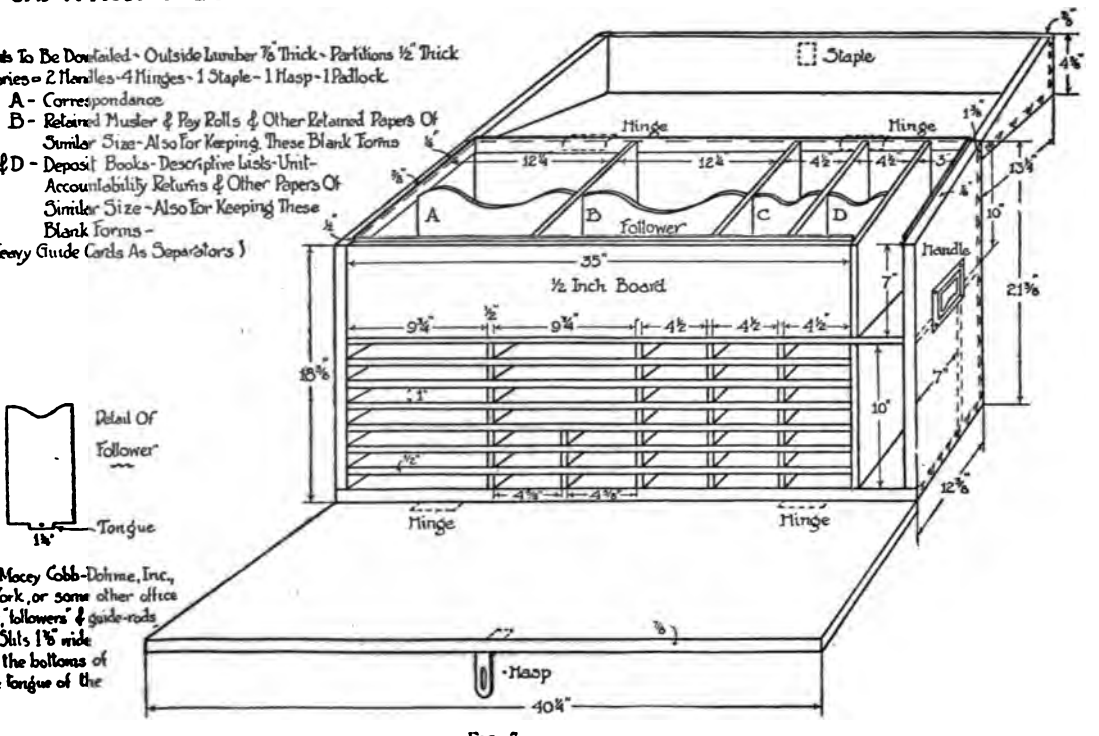
(b) *"Tickler."* Get from the Quartermaster Corps a Company Commander's "Tickler," for use, amongst other uses, in connection with the rendition of reports, returns, estimates, and requisitions. This "Tickler" is issued by the Quartermaster Corps just like any other article of office furniture. It is listed on pages 31 and 113, Cir. 28, 1913, O. C. Q M. G. (See par. 100, of this book.)

·o COMPANY DESK o·

Designed By

CAPT-JAS-A-MOSS-29° INFANTRY

ND:-
Side Joints To Be Dovetailed - Outside Lumber ⅞" Thick - Partitions ½" Thick
& Accessories - 2 Handles - 4 Hinges - 1 Staple - 1 Hasp - 1 Padlock.
tments: A - Correspondance.
B - Retained Muster & Pay Rolls & Other Retained Papers Of Similar Size - Also For Keeping These Blank Forms
C & D - Deposit Books - Descriptive Lists - Unit-Accountability Returns & Other Papers Of Similar Size - Also For Keeping These Blank Forms -
:- Use Heavy Guide Cards As Separators)



(Note - Get from Macey Cobb-Dohme, Inc., 412 Bway, New York, or some other office furniture dealer, "followers" & guide-rods for A,B,C & D - Slots 1⅜" wide must be cut in the bottoms of A,B,C,D for the tongue of the follower.)

FIG. 7

220 (contd.)

(c) *Typewriter.* Now-a-days, it goes without saying that no company office is complete without a typewriter. For all-around field and garrison work the CORONA, which is used throughout the Army, is recommended. Not only is it less bulky and lighter than other machines, but it is simpler of construction and will stand harder usage. The Corona Folding Stand adds very much to the convenience of the machine for field use.

(d) *Company desk.* A company desk of the design shown on the preceding page, for use in garrison and permanent camp, is a convenience of the greatest value. It can be made by a good company mechanic or obtained from Geo. Banta Publishing Co., Menasha, Wis., for about $25. The guide cards can be obtained from Cobb-Macey-Dohme, 412 Broadway, New York, or any other large dealer in office furniture and accessories.

(e) *Book rack.* The book rack shown below, placed on the wall, within easy reach of the company commander as he is sitting at his desk, is another convenience.

FIG. 8

(f) *Two-basket system.* Keep two ordinary wire baskets, or flat wooden boxes, on the company commander's desk, one on the left and the other on the right. All papers requiring the signature or other attention of the company commander, and all incoming orders and other business are placed, say, in the basket or box on the left. After reading the orders and signing the papers or taking such other action as may be necessary thereon, the company commander places them in the other basket for proper action by the First Sergeant or company clerk—that is, for filing, mailing, or writing of indorsements, etc.

221. REPORTS, RETURNS, ESTIMATES, AND REQUISITIONS TO BE MADE BY COMPANY COMMANDERS. ALSO ACTION BY COMPANY COMMANDER ENJOINED BY REGULATIONS AND CUSTOMS

(A Company Commander's "Tickler" for use in this connection can be obtained from the Quartermaster Corps. Cir. 28, O. C. Q. M. C., 1913, pages 31 and 113. See Par. 100, Army Paperwork.)

WEEKLY

NATURE	FORM	AUTHORITY	REMARKS
Detailed schedule for next week's work. *(Submitted only during period of company training)*	Letter	Par. 9, G. O. 17/13	To battalion commander for approval

EVERY MONTH

First

Company return for preceding month	30 A. G. O.	A. R. 811	To regimental commander. When field officer is serving with detached companies of regiment, returns will be forwarded through him (A. R. 813). Return to show condition of company at midnight of last day of month for which rendered. When at post other than regimental headquarters, customary to loan retained copy to post headquarters for preparation of post return

MEMORANDUM

Make a list of all soldiers who may or who must be furloughed to the Regular Army Reserve during the month following the present one and see that about one month prior to date they become eligible for transfer, they are sent to the hospital for examination by the surgeon. (Par. 9, Regulations for the Regular Army Reserve.)

221 (contd.)

Tenth			
Trimonthly return	26 A. G. O.	Note on form	To be rendered only by independent companies in active campaign
Twentieth			
Trimonthly return	26 A. G. O.		To be rendered only by independent companies in active campaign
Last Day			
Pay rolls	W. D. 366 366a	A. R. 807 and 1315	To mustering officer for signature who will submit them to the Adjutant. Amount of pay to be entered on retain copy, from pay roll returned by Quartermaster
Trimonthly return	26 A. G. O.	Note on return	To be rendered only by independent companies in active campaign
Subsistence charges on pay rolls	43 Q. M. C.	A. R. 1242 and G. O. 85, 1906	To accompany pay rolls
Ordnance charges on pay rolls	94 O. D.	Note on form	To accompany pay rolls
Statement of charges Q. M property, concerning tableware, etc., lost and broken by soldiers	208 Q. M. C.	Note and heading on form	In duplicate to the post quartermaster
Statement of charges for ordnance property on pay rolls	86 O. D.	Note on form	In duplicate to the post ordnance officer. In case of survey under A. R. 116, 686, or 687, the survey reports accompany statement as sub-vouchers
(Note. A new form, "No 602, A. G. O., Statement of charges against Enlisted Men," will be issued to the service in June, 1917.)			
Ration return	233 Q. M. C.	A. R. 1209	Verified by C. O., then to Quartermaster for issue

Ration return may be submitted to cover rations for the entire month, or, if deemed advisable by post authorities, returns may be submitted to cover each a 10 day period. (A. R. 1220.)

MEMORANDUM

1. List of absentees from muster, signed by company commander, to be handed to the mustering officer with muster or pay rolls, for use in mustering absentees and checking muster and pay rolls.
2. Company council to be convened. A. R. 317.

JANUARY 1

Requisition for brooms, mops, scrubbing brushes, lye, and sapolio	176 Q. M. C.	A. R. 1191 and 1182	To Commanding Officer for approval
History of company during past year. (To be rendered only by independent companies)	Letter	G. O. 5, W. D. '05 and Par. 11, G. O. 24, W. D. '12	To The Adjutant General of the Army, direct, as soon as possible
Requisition for books and blank forms furnished by the Adjutant General's Dept.	383 A. G. O. (See note below)	Cir. 34, W. D. '08 and G. O. 6, W. D. '14	To Commanding General, Department
Requisition for stationery	204 Q. M. C.	A. R. 1062	To Commanding Officer for approval
Amount of small-arms ammunition actually expended in target practice during calendar year ending Dec. 31	Post card furnished by Chief of Ordnance	Ind., A. G. O., Dec. 1, 1916	To Chief of Ordnance direct

Note.—(1) In nearly every department there are special regulations governing the issue of blank forms and books to organizations. Look up department orders and see what office is the source of supply.

JANUARY 3

Muster rolls	61 A. G. O.	A. R. 807 and note on form	To mustering officer to be forwarded to The Adjutant of the Army

FEBRUARY 28

Muster rolls	61 A. G. O.	A. R. 807 and note on form	To be submitted to mustering officer not later than the 3rd of next month

MARCH 3

Muster rolls	61 A. G. O.	A. R. 807 and note on form	To be submitted to mustering officer to be forwarded to The Adjutant General of the Army

MARCH 31

Statement of guns, carriages, etc. by battery commanders	87 O. D.	Notes on form	To Chief of Ordnance, direct
Certificate of breakage, china and glassware	207 Q. M. C.	A. R. 301 and note on form	To Quartermaster, Post

221 (contd.)

1. Settlement with staff officers concerned for property held on memorandum receipt, A. R. 281.
2. Allowances of china and glassware are announced in orders from the War Department, usually the order announcing clothing allowance for enlisted men.

Requisitions by organizations having unit accountability equipment for such expendable parts, materials and supplies as are listed in Ordnance Pamphlet No. 1970	543 A. G. O.	Par. 7, G. O. 52, W. D., '15	In duplicate to post ordnance officer

APRIL 1

Requisition for brooms, mops and scrubbing brushes, lye and sapolio	176 Q. M. C.	A. R. 1181 and 1182	To Commanding Officer for approval
Requisition for stationery	204 Q. M. C.	A. R. 1062	To Commanding Officer for approval

APRIL 30

Muster rolls	61 A. G. O.	A. R. 807 and note on form	To be submitted to mustering officer not later than the 3rd of next month
Requisition for Ordnance blanks	Letter	A. R. 1551	To Chief of Ordnance not later than April 30. In Philippines, to Department Ordnance Officer. (Par. 7, Cir. 14, 1908)

MAY 3

Muster rolls	61 A. G. O.	A. R. 807 and note on form	To be submitted by the mustering officer to The Adjutant General of the Army

JUNE 30

Report of qualified gunners	2 O. C. A.	G. O. 193, W. D. '06 and note on form	Direct to Chief of Coast Artillery
Muster rolls	61 A. G. O.	807 A. R. and note on form	To mustering officer not later than the 3rd of next month

Certificate of breakage, china and glassware	207 Q. M. C.	A. R. 301 and note on form	To Quartermaster, Post
Statement of guns, carriages, etc., by battery commanders	87 O. D.	Note on form	To Chief of Ordnance, direct
Certificate of expenditure of ammunition and Bulls eye Score books	19 O. D.	Par. 6, G. O. 52, W. D., '15	In duplicate to post ordnance officer. See annual ammunition order for prices of articles

MEMORANDUM

1. Settlement with staff officers concerned for property held on memorandum receipt, A. R. 281
2. Clothing accounts to be balanced. A. R. 1160.

JULY 1

Requisition for brooms, mops, scrubbing brushes, lye, and sapolio	176 Q. M. C.	A. R. 1181 and 1182	To Commanding Officer for approval
Requisition for books and blank forms furnished by the Adjutant General's Dept.	383 A. G. O.	Cir. 34, W. D. '08 and G. O. 6, W. D. '14	To Commanding General, Department
Requisition for stationery	204 Q. M. C.	A. R. 1062	To Commanding Officer for approval

JULY 3

Muster rolls	61 A. G. O.	A. R. 807 and note on form	To be submitted by mustering officer to The Adjutant General of the Army

AUGUST 31

Muster rolls	61 A. G. O.	A. R. 807 and note on form	To mustering officer not later than the 3rd of next month

SEPTEMBER 3

Muster rolls	61 A. G. O.	A. R. 807 and note on form	To be submitted by the mustering officer to The Adjutant General of the Army

221 (contd.)

SEPTEMBER 30

Statement of guns, carriages, etc., by battery commanders	87 O. D.	Note on form	To the Chief of Ordnance
Certificate of breakage, china and glassware	207 Q. M. C.	A. R. 301 and note on form	To Quartermaster, Post

MEMORANDUM

1. Settlement with staff officers concerned for property held on memorandum receipt, A. R. 281.

OCTOBER 1

Requisition for brooms, mops, scrubbing brushes, lye, and sapolio	176 Q. M. C.	A. R. 1181 and 1182	To Commanding Officer for approval
Requisition for stationery	204 Q. M. C.	A. R. 1062	To Commanding Officer for approval

OCTOBER 31

Muster rolls	61 A. G. O.	A. R. 807 and note on form	To be submitted to the mustering officer not later than the 3rd of next month

NOVEMBER 3

Muster rolls	61 A. G. O.	A. R. 807 and note on form	To the mustering officer to be forwarded to The Adjutant General of the Army

DECEMBER 31

Report of qualified gunners, by battery commanders	2 O. C. A.	G. O. 193, W. D., '15 note on form	Direct to Chief of Coast Artillery
Muster rolls	61 A. G. O.	807 A. R. and note on form	To be submitted to mustering officer not later than the 3rd of next month
Statement of guns, carriages, etc., battery commanders	87 O. D.	Note on form	To Chief of Ordnance, direct
Efficiency report respecting subalterns	429 A. G. O.	A. R. 829	To The Adjutant General of the Army, through intermediate commanders
Certificate of breakage, china and glassware	207 Q. M. C.	A. R. 301 and note on form	To Quartermaster, Post

MEMORANDUM

1. Settlement with staff officers concerned for property held on memorandum receipt, A. R. 281.
2. Clothing accounts to be balanced. A. R. 1160.

WHEN OCCASION ARISES

NATURE	FORM	AUTHORITY	REMARKS
Allotments discontinued on account of death, discharge, desertion, or other cause	Letter or telegram	A. R. Par. 1350	To the Q. M. G. as expeditiously as possible. In the Philippines, to the Comdg. General, Department
Allotments commencing next month	38 Q. M. C.	A. R. 1348 G. O. 128, '08	To Q. M. G., by registered mail
Allotments to be discontinued by request of grantors	39 Q. M. C.	A. R. 1351 G. O. 128, '08	To Q. M. G.
Allotments in case of transfer of soldier	Letter	1356	To Q. M. G.
Battles, engagements, etc., of independent companies	Letter	816	To The Adjutant General of the Army, through channels
Captured property	Letter	819	To the Adjutant General of the Army, through channels
Casualties after any action	149 A. G. O.	818	To immediate commanding officer to enable compliance with A. R. 818
Death of soldiers, notification of	Letter	162	To nearest relative. Also inventory of effects and final statements to The Adjutant General of the Army
Deposits in case of transfer or desertion	Letter	1361	To Q. M. G., direct
Descriptive list of men on detached service	29 A. G. O.	104	To soldier's new commanding officer
Descriptive list, men transferred	29 A. G. O.	115	To commanding officer of organization to which transferred
Deserter from company, apprehended or surrendered	29 A. G. O. and charges	124	Descriptive list and charges to the officer reporting apprehension of surrender
Descriptive lists of men absent, sick	29 A. G. O.	1451	To commanding officer of hospital
Descriptive lists of deserters	95	118	To the C. O. to enable compliance with A. R. 118

221 (contd.)

NATURE	FORM	AUTHORITY	REMARKS
Descriptive list of soldiers retired	Furnished by The Adjutant-General, U. S. A.	135	To The Adjutant General of the Army, in duplicate
Inventory of effects and final statement of deceased soldiers	34 & 370 A. G. O.	162	To The Adjutant General of the Army
Discharge of soldiers, notification of, with credits and debts	3 A. G. O.	155	To be forwarded only in case there is at the place of discharge no officer provided with proper funds, at least one week before discharge to the Quartermaster who will pay soldier
Field return	26 A. G. O.	812	One copy to The Adjutant General of the Army, and one copy to immediate commanding officer, whenever company leaves or joins a station, or sails from a port of embarkation or arrives at a port of destination. When leaving station the return to the immediate commanding officer will be accompanied by a copy of the regular monthly return blank showing alterations since last return only, with record of events to date. In case moving company forms part of a larger command, then in practice, only one copy is submitted to C. O. thereof
Charges on muster and pay rolls on account of damage to or loss of ordnance property	94 O. D.	G. O. 59, 1907	To the Quartermaster who is to pay the organization

CHAPTER IX

POST ORDNANCE OFFICER

(See par. 226a)

222. Reports, Returns, and Requisitions

JUNE 30 AND DECEMBER 31

NATURE	FORM O. D.	AUTHORITY	REMARKS
Semi-annual Return of Ordnance and Ordnance Stores	18	A. R. 1511, Cir. 10, Hdqrs. \rmy 1903 and note 5 on form	To be mailed to Chief of Ordnance, U. S. A., by 20th of next month. In the Philippines, to be mailed to the Department Ordnance Officer.

DECEMBER 31

Personal report to be rendered by Ordnance Sergeant	1539	A. R. 100	To The Adjutant General of of the Army, through the Ordnance Officer and the post commander. This report is also made upon arrival at a new station, and upon return from detached service, furlough or other absence

JULY 1

Requisition for target material, ammunition, cleaning material, and spare parts for small arms	386	Pages 594, 616, and 627, Ordnance Supply Manual, and G. O. 89, '06	To the Chief of Ordnance, U. S. A., through channels. In the Philippines, to the Department Ordnance Officer

BLANK FORMS TO BE KEPT ON HAND

223. Furnished by the Ordnance Department.

Form No.

18. Inside and Outside sheets to Ordnance Return;
19. Certificate of Expenditure;
86. Statement of Charges;
94. Report of Ordnance Charges;
146. Transfer of Ordnance Property;

152. Transfer of Ordnance Property under 1535 Army Regulations;
1519. Personal Report, Ordnance, Sergeants;
386. Requisitions.

224. Furnished by the Inspector General's Department.

Form No.

1. Outside sheet, Inspection Report;
1a. Inside sheet, Inspection Report.

225. Furnished by The Adjutant General's Department.

Form No.

196. Report of Survey;
332. Abstract of Sales;
448. Memorandum receipt;
448b. Abstract Record of memorandum receipt;
543. Combination requisition; invoice and receipt for Issue of Expendable articles to organizations with Unit Equipment;
544. Credit Voucher for Replacement of Articles of Unit Accountability.

226. Ordnance Department Books and Pamphlets to be kept in office.

Form No.

1957. Description of Telescopic Musket Sights;
1926. Automatic Machine Rifles;
1926a. Description of automatic machine rifles and accessories;
1866. Automatic pistol;
1658. Blank ammunition;
1890. Price list of machine rifles;
1719. Horse equipments;
1715. Cavalry equipments;
1718. Description of Infantry equipment;
1717. Instruction for assembling Infantry equipments;
1992. Small arms targets, etc.;
1990. Decapping and Cleaning tools;
1925. Gallery practice rifles;
1923. U. S. rifles;
1797. Range finders;
1741. Rifle and Hand Grenades;
1720. Regulations for Transportation of Explosives;
1768. 3-inch Saluting gun;

1879. Price list of Ordnance and Ordnance Stores;
Ordnance Property Regulations;
1970. Supply and Allowance Tables;
1965. Instruction for the Care and Repair of Small arms, etc.;

Note. A Unit Equipment Accountability Manual for each branch of the service at the post, furnished by The Adjutant General of the Army, should be kept on hand.

UNIT SUPPLY OFFICER

226a. Equipment "C" includes every article of equipment prescribed for field service,—that is, for service in campaign, simulated campaign, on the march and in mobilization, instruction or maneuver camps. On July 1, 1917, a new system of property accountability will go into effect whereby normally there will be but one accountable officer for equipment "C" of each bureau for a regiment, separate battalion, field hospital, ambulance company, or other tactical organization for which equipment "C" is prescribed, and such officer, who will be known as the "Unit Supply Officer," will account on a separate return for all articles listed in the various equipment manuals as equipment "C," rendering his returns June 30 and December 31 of each year to the chiefs of the proper bureaus, on Forms Nos. 599, 599-a, and 599-b, A. G. O. Before being forwarded, all returns are to be examined in the regiment or other similar organization by a suitable officer (preferably by a field officer) designated by the commanding officer.

When one officer serves as supply officer for all bureaus, he is known as, for example, "Regimental Unit Supply Officer," "Field Hospital Unit Supply Officer," etc., but when several officers serve as supply officers of the several bureaus, each, except the Quartermaster Corps, is known as, for example, "Regimental Ordnance Officer," "Regimental Signal Officer," etc. The supply officer of the Quartermaster Corps is known as, for example, the "Regimental Supply Officer," "Field Hospital Supply Officer," etc.

This new system of property accountability, which becomes effective for the entire Army July 1, 1917, is explained in detail in G. O., No. 58, War Department, 1917, and in Changes, Army Regulations, No. 56.

CHAPTER X

POST RECRUITING OFFICER

227. Reports to be rendered.

MONTHLY

NATURE	FORM	AUTHORITY	REMARKS
Report of medical examination of applicants for enlistment	265 A. G. O.	Note on form	To The Adjutant General of the Army not later than 6th of the month. If no applicant is examined during month, that fact is stated by letter

TENTH, TWENTIETH, AND LAST OF MONTH

Trimonthly report of enlistments	18 A. G. O.	A. R. 857 and note on form	To The Adjutant General of the Army, with enlistment papers of men enlisted during period
Trimonthly report of applicants for enlistment	262 A. G. O.	Note on form	To The Adjutant General of the Army

WHEN THE OCCASION ARISES

Reënlistment of discharged soldiers	Letter or postcard	A. R. 860	To the soldier's last company commander
Report of physical examination	135 A. G. O.	Note on form	To The Adjutant General of the Army the day the man is enlisted. In case of first enlistment, the report is accompanied by the Identification Record and photograph

Note.—The day a man is enlisted his D. and A Card is sent to post headquarters.

228. Rules for examination of recruits. The rules for examination of recruits are published in G. O. 66, 1910.

229. Blank forms. The following A. G. O. forms should be kept on hand, the method of procuring them being explained in Par. 210:

No.

18. Trimonthly Report of Enlistments.
22. Enlistment Paper.
25. Descriptive and Assignment Card.

78. Letter of Inquiry, Recruiting Officer. (Supplied directly by A. G. O.)
135. Report of Physical Examination.
141. Application for Enlistment. (Supplied directly by A. G. O.)
260. Identification Record Card.
261. Photograph and Negative Jacket.
262. Trimonthly Report of Applicants for Enlistment. (Supplied directly by A. G. O.)
265. Monthly Report of Medical Examination, of Applicants for Enlistment.
380. Designation of Beneficiary of Officer or Enlisted Man.

CHAPTER XI

POST ENGINEER OFFICER

230. Returns. Property returns are submitted March 31 and September 30 of each year, and upon being relieved, Form No. 13, Eng. Dept. being used. See A. R. 665 regarding direct entries on returns in case of complete transfer of property. The returns are to be forwarded to the Chief of Engineers direct, within twenty days after close of period for which rendered. In the Philippine Department the return is transmitted through the Department Engineer Officer.

231. Requisitions. Property and supplies are requisitioned for on Form 39, Eng. Dept.

232. Reconnaissance instruments. The allowance of reconnaissance instruments for use at each Infantry, Cavalry, and Field Artillery post, is prescribed by Par. III, G. O. 20, 1913.

CHAPTER XII

POST SIGNAL OFFICER

(See Par. 226a)

233. Reports, returns, estimates, and requisitions.

JUNE 30 AND DECEMBER 31

NATURE	FORM NO.	AUTHORITY	REMARKS
Return of Signal Corps property	66, or 31a, b, c, d	Par. 262, Sig. Corps Manual No. 7	To Chief Signal Officer of the Army, within 20 days after termination of accounting period. Return is also submitted when relieved. Form No. 66 is used when number of items does not exceed 25

SEMI-ANNUALLY

(After completion of the prescribed inspection of post telephone system.)

Requisition for maintenance supplies	64	Par. 332, Sig. Corps Manual No. 7 (Changes No. 6/14)	In duplicate to department signal officer, who forwards one copy to Chief Signal Officer of the Army

ANNUALLY

(Date of rendition not specified)

Requisition for blank forms	57	Par. 402 (d), Sig. Corps Manual No. 7	To property officer, Fort Wood, N. Y. In Philippines, requisition is sent to Signal Corps General Supply Depot, Manila

234. Books of reference. Which of the following-named manuals, obtainable from the Chief Signal Officer of the Army, should be kept on hand, will depend upon the post at which the signal officer is stationed:

No. 2. Regulations for Military Telegraph Lines.

No. 2a. Regulations Governing Commercial Radio Service between Ship and Shore Stations, U. S. Army.

No. 3. Electrical Instruments and Equipments.

No. 5. Photography (out of print).

No. 7. General Regulations, Disbursing, and Property Manual.

No. 8. Fire-control Equipment.

Also, Signal Book, U. S. Army (1914).

235. Survey and disposition of Signal Corps property. For the regulations governing the survey and disposition of Signal Corps property, see par. 257.

CHAPTER XIII

POST PRISON OFFICER

236. Returns and requisitions.

LAST OF MONTH

NATURE	FORM	AUTHORITY	REMARKS
Return of general prisoners	23 A. G. O.	A. R. 937	Prepared in triplicate; one copy forwarded by post commander to Department Headquarters; one to The Adjutant General of the Army; and one retained

Note.—A. R. 937, states that the above return shall be submitted by the post commander. In practice it is generally prepared by the post prison officer, who submits it to the post commander for signature and transmission.

FIFTEENTH OF MONTH

NATURE	FORM	AUTHORITY	REMARKS
Requisition for certain quartermaster supplies for general prisoners	228 Q. M. C.	A. R. 1216	Submitted in duplicate

WHEN NECESSARY

Requisition for clothing for general prisoners	213 Q. M. C.	A. R. 1170	Submitted in duplicate

CHAPTER XIV

POST EXCHANGE OFFICER

237. Reports. At present there are no reports or returns of any kind required to be submitted by the post exchange officer.

238. Proceedings of meetings of Post Exchange Council. For model proceedings of a meeting of the Post Exchange Council, see Par. 347.

239. Books to be kept. The Post Exchange Regulations (1916) prescribe and explain the books to be kept in all post exchanges.

CHAPTER XV

THE SURVEYING OFFICER

240. Necessary knowledge. In order to be able to act with intelligence and thoroughness, a surveying officer should be familiar with the existing regulations covering the duties of surveying officers, the general provisions of public property accountability and responsibility, and the orders and regulations about the care and preservation of property.

241. Army Regulations. The following paragraphs of the Army Regulations pertain to surveys and surveying officers: 116; 203; 710-726; 907; 1023; 1073; 1094; 1179; 1520; 1534; 1537. See also Pars. 657-692, covering the general provisions of property responsibility and accountability.

ORDNANCE PROPERTY

242. Ordnance Pamphlet and War Department orders. In order to act intelligently on aritcles of ordnance property, a surveying officer should be familiar with Ordnance Pars. 98-233, Ordnance Pamphlet No. 1965, "Instructions for the Care and Repair of Small Arms Equipment," and G. O. 26, War Department, 1917, which gives detailed instructions regarding the disposition of unserviceable ordnance property.

243. Ordnance property that may be turned in to an arsenal upon the recommendation of a surveying officer. A. R. 1537 (modified by Changes No. 30) states, "Ordnance repairs can usually be made in the organization, post or district with the means provided for that purpose by the Ordnance Department. When the repairs required can not be thus made certain articles or classes of articles, designated by the Chief of Ordnance, may be turned over to the post ordnance officer or other supply officer for shipment to a designated arsenal on the approved recommendation of an inspector, or surveying officer, as provided in paragraphs 678 and 717."

G. O. 26, War Department, 1917, gives a list of the articles designated by the Chief of Ordnance that may be turned in to an arsenal upon the approved recommendation of a surveying officer. It also gives information as to what condition of various articles of ordnance will warrant certain action by surveying officers.

244. Only ordnance property beyond repair in organization should be recommended to be replaced or destroyed. With the tools, spare parts, and other material now furnished by the Ordnance Department, the

life of ordnance property can be greatly prolonged by repair within the organization and the cost of maintenance of the organization greatly reduced. Complete instructions for repairing equipment are given in Pars. 98-233, Ordnance Pamphlet No. 1965, with which paragraphs surveying officers should be thoroughly familiar, and before ordnance property is ordered destroyed or replaced, the surveying officer should satisfy himself that it is beyond repair within the organization. This is what the regulations and Ordnance Pamphlet No. 1965 contemplate.

Also, survey officers should, by visiting the storehouse of the post ordnance officer, become familiar with the tools and material available to organization commanders for repairing property within their organizations.

245. Can, bacon, model of 1910. (With hinge on end.) These cans will be held by organizations until no longer serviceable. No attempt at repair will be made. (Par. 113, Ordnance Pamphlet No. 1965.)

246. Can, condiment, model of 1910. If any part becomes unserviceable, it should be replaced by requisition on the proper supply officer (Par. 115, Ordnance Pamphlet No. 1965.)

247. Canteen, model of 1910. Worn threads on cap or neck can not be repaired within the organization. If a new cap will not correct the fault, the canteen should be surveyed and replaced. To be serviceable, it is merely necessary that the cap be screwed down tight on the cork gasket and *hold*. Many canteens with very loose threads are still serviceable. This defect is confined to the spun canteens of the first issue which have a neck with rolled threads. (Par. 118, Ordnance Pamphlet No. 1965.)

A canteen in which holes have accidentally been punched or in which holes have corroded through, should be replaced and turned in to an arsenal for repair. (Par. 120, Ordnance Pamphlet No. 1965.)

There are two kinds of canteens—model of 1910—one has a rolled threaded neck and the other has a neck, the outside of which is threaded and the inside of which is smooth. By means of a gooseneck tool that can be borrowed from the post ordnance officer dents can be taken out of the canteens having necks with smooth inside, but in no case should canteens with rolled threaded necks be repaired with this tool, as it would be certain to cause leaky closures, and canteens with such necks should be turned in to an arsenal for repair when so badly dented as to become unserviceable. (Pars. 121 and 122, Ordnance Pamphlet No. 1965.)

If the canteen is mashed flat, as when run over by a wagon, it should be replaced and turned in as scrap aluminum. Any additional damage done by an enlisted man to render his canteen irreparable for the purpose

of obtaining a new one should be punished by charging him with its value. (Par. 121, Ordnance Pamphlet No. 1965.)

248. Cartridge belts, Cal. 30. Cartridge belts should not be replaced or destroyed just because some of the pocket flaps are worn out, as pocket flaps can readily be replaced within the organization. (See Par. 128, Ordnance Pamphlet No. 1965.)

249. Cleaning rods, models 1910 and 1913. As the cleaning rods, models 1910 and 1913, become unserviceable, the parts of the rods will be turned over to the post ordnance officer for shipment to the Springfield Arsenal. (Letter 2, 148, 373-C, A. G. O., October 6, 1916.)

250. Knife, model of 1910. If only the point be broken the blade can be ground down to a new point. If a greater portion of the blade is broken off, the knife should be replaced. (Par. 145, Ordnance Pamphlet No. 1965.)

251. Meat can, model of 1910. Deformed rims and loose rivets and hinges can be repaired in the company. Meat cans should be used until they become perforated or permanently unserviceable. (Par. 148, Ordnance Pamphlet No. 1965.)

252. Rebluing. The upper and lower bands, the floor plate, the guard and the butt swivel may be turned in by organization commanders for rebluing, without the action of a surveying officer. No other parts of the rifle will be turned in for rebluing. (G. O. 26, 1917, page 2.)

There is no authority for turning in barrels and receivers for rebluing. They should be continued in service without rebluing until the barrels are adjudged unserviceable because of inaccuracy, under the provisions of Bulletin No. 24, 1913 (amended by Bulletins Nos. 15 and 31, 1915). Unserviceable rifle barrels and receivers (assembled) are replaced by the post ordnance officer.

253. Rifles. Inaccurate rifles that have been targeted under the provisions of Bulletin 24, 1913 (amended by Bulletins 15 and 31, 1915), will be retained in the service, if the radius of dispersion is less than 6.5 inches at 300 yards, or less than 13 inches at 500 yards. If the mean radius is greater than that stated, the rifle barrels should be replaced by new barrels and receivers within the organization. (See Par. II Sec. 3. Bulletin 15, 1915, and Par. 235, Ordnance Pamphlet No. 1965.)

Existing instructions do not contemplate that complete rifles shall be turned in. Unserviceable parts are to be replaced and the rifles continued in service. (Letter Office Chief of Ordnance, March 22, 1916.)

Organization commanders are supposed to submit requisition on Form No. 543, A. G. O., for such spare parts for rifles, except barrel and receiver, as they may from time to time need. Extra barrels and receivers are kept on hand by the post ordnance officer. The barrels and receivers are assembled, so that if either a barrel or a receiver is unserviceable, both barrel and receiver must be turned in to the post ordnance officer for replacement.

254. Telescopic sights. Telescopic sights are fitted and adjusted to a special selected rifle. It is not intended that this sight should be permanently separated from the rifle to which it belongs. In other words, the rifle and its telescopic musket sight constitute a unit. Should the sight require repairs or should the barrel of the special selected rifle require replacing, the rifle and sight will be surveyed, and turned over to the proper supply officer for immediate shipment to the designated arsenal. (Par. 231, Ordnance Pamphlet No. 1965.)

Should the rubber eye-cap become so deformed as to be unserviceable it will be replaced by the organization commander, a special requisition being submitted for the necessary eye-cap. (Pars. 232, Ordnance Pamphlet No. 1965.)

G. O. 26, 1917 (page 5) requires that the telescopic sight, the pouch and the rifle be considered as a unit. Hence, if the sight or the rifle is to be turned in, then the pouch should also be turned in and the recommendation of the surveying officer should so state.

255. Quartermaster property. With the exception of the instructions given below in the case of defective shoes, there are at present no special instructions or regulations bearing on the survey of quartermaster property; that is to say, the provisions of the Army Regulations are the only instructions bearing on the survey of quartermaster property.

256. Defective shoes. Within two years of the date of delivery by a contractor, shoes found defective, due to faulty material or workmanship, will be replaced by the contractor, under the terms of his contract.

Whenever shoes alleged to be defective have been issued to a soldier, the following procedure will be observed:

(a) If, after investigation by a surveying officer, his recommendation that shoes issued were defective through faulty material or workmanship, and through no fault of the soldier receiving them, be approved by the authority directing such an investigation, the shoes, accompanied by a copy of the surveying officer's report, may be delivered to any issuing

quartermaster, and a serviceable pair of shoes issued to the soldier in lieu thereof. No charge will be made on the soldier's clothing account for the shoes by which defective shoes are replaced.

(b) The Quartermaster who replaces defective shoes will invoice and ship the defective shoes, accompanied by a copy of the surveying officer's report, to the depot at which the shoes were delivered. The Depot Quartermaster who receives such defective shoes will call upon the contractor to replace the shoes, and will place the shoes received in stock. If a contractor fail to replace the defective shoes, they will be sent to the Quartermaster, United States Disciplinary Barracks, to be repaired and set aside for issue to prisoners.

(c) For shoes received from contractors and on hand for more than two years, which are found defective due to faulty material or workmanship, the procedure directed herein for shoes found defective within two years from date of delivery by contractors will be observed, except that the quartermaster who replaces the shoes will invoice and ship same direct to the Quartermaster, U. S. Disciplinary Barracks. (Letter 2,330,016, A. G. O., November 9, 1915.)

256a. Band instruments. When any instrument has become unserviceable it will be submitted to a surveying officer. A copy of his report will be forwarded to the department commander with a view to having the instrument repaired, if practicable, or otherwise disposed of. Instruments not worth the cost of repairs will be submitted for the action of an inspector. When an instrument needs minor repairs involving only a slight expense, and the work can be done in a workmanlike manner in the vicinity of the post, it will not be necessary to submit the instrument to a surveying officer. Such repair may be secured upon the written order of the commanding officer. (A. R. 1179, amended by Changes No. 30, 1915.)

257. Signal Corps property. The following are the principal regulations governing the survey and disposition of Signal Corps property:

(a) *Destruction of property upon recommendation of surveying officer.* The general regulations governing the survey and disposition of Signal Corps property are the same as in any other class of property, being covered in A. R. 678 and 717. (Par. 300, Signal Corps Manual No. 7.)

(b) *Telescopes, telephones, field glasses, etc.* Telescopes, telephones, and expensive electrical or aeronautical apparatus of the Signal Corps, when unserviceable, will not be submitted to an inspector for condemnation without previous authority of the Chief Signal Officer of the Army.

Field glasses, when unserviceable beyond local repair, will not be submitted to an inspector, but will be shipped and invoiced to the Signal Corps General Supply Depot, Fort Wood, N. Y. (A. R. 1566.)

(c) *Property beyond repair not to be shipped to Signal Corps supply depot.* No Signal Corps property that is unquestionably beyond repair or that can no longer be used for the purpose for which originally intended is to be shipped to any Signal Corps supply depot. Such material should be submitted to the action of a surveying officer or an inspector in accordance with existing regulations. (Par. 295, Signal Corps Manual No. 7.)

G. O. 53, 1915, gives a list of expendable articles of Signal Corps property.

257a. Tentage. In the Eastern Department tentage deemed unserviceable is to be held for the action of a regular inspector, and not submitted to surveying officers under A. R. except in case of entire destruction by fire or storm, or where question of responsibility for condition are involved. (Instruction, Headquarters Eastern Department, May 17, 1909.)

258. Engineer property. A. R. 678 (Modified by Changes No. 56), gives the only instructions at present in force in connection with the survey of Engineer property.

259. Usual recommendations of surveying officers. As a rule, the following are some of the usual recommendations of surveying officers acting on damaged or unserviceable property:

1. That the property be destroyed.
2. That it be submitted to the action of an inspector.
3. (In case of ordnance property.) That it be turned in to an arsenal.

260. Property that may be recommended for destruction. The following classes of property may be destroyed upon the approved recommendation of a surveying officer:

(a) Clothing infected with contagious disease.

(b) Stores that have become so deteriorated as to endanger health or injure other stores.

(c) Unserviceable property, whatever it may be, and regardless of whether it may have been rendered unserviceable through fair wear and tear or otherwise, *which has no salable value.* In other words, *any property that has no salable value may be recommended for destruction.* (See A. R. 717, modified by Changes No. 56.) It may be remarked that surveying officers quite frequently recommend to the action of an inspector property that has absolutely no salable value, which is, of course, an incorrect recommendation, as such property should be recommended to be destroyed. Whenever a surveying officer recommends the destruction of property, his findings should always state specifically that, (1) the property

is utterly worthless and has no salable value, or (2) in case of clothing, that it is infected with contagious disease, or (3) that the stores have become so deteriorated as to endanger health or injure other stores.

261. Property that should be recommended for action of an inspector. Property, except public animals, which has been rendered unserviceable, *otherwise than through fair wear and tear,* and that is not recommended for destruction because of having no salable value, or because of being infected with contagious disease (in case of clothing), or having become so deteriorated as to endanger health or other stores, should be recommended for submission to the action of an inspector.

A. R. 678 prescribes that property rendered unserviceable through fair wear and tear, which has some salable value, shall be submitted to an inspector without prior action of a surveying officer. However, should such property be submitted to a surveying officer, he should recommend that it be submitted to the action of an inspector.

Articles of horse equipments which become unserviceable shall be submitted to an officer of the Inspector General's Department and upon his recommendation to that effect may be turned in and new articles issued therefor. In the absence of an inspector such articles may be submitted to the action of a surveying officer and upon his recommendation may be turned in and new articles issued therefor. In each case the surveying officer will recommend submission of the articles to an inspector. (A. R. 1520.)

See par. 257½, regarding tentage.

262. Property should not be turned in to post ordnance officer for repairs. Surveying officers should not recommend that ordnance stores be turned in to the post ordnance officer for repairs, as he is not supposed to make repairs. All repairs at posts are supposed to be made within the organizations, which, if necessary, may borrow certain repairing tools from the post ordnance officer. If property is repairable at the post, it should be ordered continued in service and repaired in the company.

263. Relieving officers from responsibility. In order for a surveying officer to recommend that an officer be relieved from responsibility for property damaged, lost, or destroyed, *the evidence must show that the damage, loss, or destruction was occasioned by unavoidable causes and without fault or neglect on the part of the responsible officer.* (See A. R. 683.)

264. Loss of small arms. The following instructions, published in Par. V, G. O. 20, 1916, govern in the case of the loss of small arms:

264 (contd.)

The following instructions heretofore included in Ordnance Property Regulations and War Department Circulars are amended and published for the information of all concerned, and Paragraph I, Circular No. 78. War Department, 1907, as amended by Circular No. 83, War Department, 1908, and by Circular No. 64, War Department, 1909, is rescinded:

1. The money value of small arms that may be lost hereafter will be charged against the officers responsible for the arms, unless it is shown that every reasonable precaution was taken to prevent the loss.

2. Arm racks and arm chests provided with locks and hinges for the safekeeping of small arms will be issued by the Ordnance Department. Pistol arm chests only will be issued to organizations armed with the pistol only. Both rifle and pistol arm chests will be issued to cavalry organizations, engineers, partially mounted, and infantry headquarters and machine-gun companies. Rifle arm chests only will be issued to other organizations, and to post and other ordnance supply officers, for the safekeeping of all small arms. Officers who are responsible for small arms and who neglect to obtain these chests, will be regarded as not having taken reasonable precautions to prevent such loss.

3. In garrison, when small arms are not in the possession of officers or enlisted men for the performance of a military duty, they will be locked in the arm racks or arm chests. The arm racks will be used for the safekeeping of the small arms in daily use by the organizations to which they have been issued, and the arm chests for such arms as are not required to be frequently used.

4. When the troops are operating in the field, responsible officers are not required to take arm racks or arm lockers with them for the safekeeping of small arms, unless it is convenient to do so; but a system will be devised in the organization which will provide reasonable precautions for the safekeeping of arms under the particular field conditions to which the troops are subjected. When troops operating in the field are required to be armed at all times, each individual will be held responsible that he takes reasonable precautions for the safekeeping of the arms issued to him. When, for any reason, troops so operating are not permitted to be armed at all times, responsible officers will have the pistols and revolvers safeguarded under conditions that will provide reasonable precautions for their safekeeping. When arm racks or arm lockers are not available, pistols and revolvers will be safeguarded when not in the actual possession of officers or enlisted men.

5. When small arms are issued to or received from enlisted men in an organization, the arms will be checked in and out from arm racks, arm chests, or guard, by the responsible noncommissioned officer, so as

to insure that the arm issued to or received from an enlisted man is the one with which he is charged on the records of the organization, and that in case of loss of an arm, the responsibility may be readily fixed on the proper person.

6. Enlisted men in garrison, when so directed, will be required on the completion of a military duty requiring the use of arms, to return them to the proper noncommissioned officer, unless this duty is immediately succeeded by another duty requiring the use of arms. In the latter case, the arms will be returned on the completion of the duty.

"MODEL" FINDINGS AND RECOMMENDATIONS

265. General Forms.

(a) When no property is examined (for example, in case of loss of property) and finding of facts is as stated.

Findings

I have examined all available testimony in this case, and my belief is that the facts are as stated in the certificate and the affidavit.

Recommendations

That the property named hereon be dropped, and that responsibility and accountability therefor terminate.

NOTE

When there are one or more certificates besides the one of the responsible officer on the survey form, and one or more affidavits besides that on the form, then the findings should read, for example, "I have examined all available testimony in this case, and my belief is that the facts are as stated in the certificate and the affidavit on this form, and the certificate of Capt. Smith (marked 'Exhibit A') and the affidavits of Sergt. Harris (marked 'Exhibit B') and Capt. Jones (marked 'Exhibit C')."

(b) When property is examined and finding of facts is as stated.

Findings

I have examined the property and all available testimony in this case, and my belief is that the facts are as stated in the certificate and the affidavit, and that the property is utterly worthless and has no salable value.

Recommendations

That the property named hereon be destroyed and that responsibility and accountability therefor terminate. Or, that the property named hereon be submitted to the action of an inspector. (Note: See Par. 261.)

(c) **When property is examined but condition of some articles is not as stated in the affidavit.**

Findings

I have examined the property and all available testimony in this case, and it is my belief that the facts are as stated in the certificate and affidavit, and that all the articles of property named, except x x x x, are utterly worthless and have no salable value.

Recommendations

That the property named hereon be destroyed, except x x x x, which will be turned in to the post ordnance officer for shipment to an arsenal for repairs; that Captain Smith be relieved from responsibility and accountability for the articles destroyed and turned in.

Or,

That the property named hereon be destroyed, except x x x x, which will be repaired in the company (or continued in service), and that responsibility and accountability for the articles destroyed terminate.

(d) **When property is examined and found to be serviceable.**

Findings

I have examined the property and all available testimony in this case, and it is my belief that the articles enumerated hereon are serviceable.

Recommendations

That they be continued in service.

265a. Band instruments.

Findings

I have examined the instruments and all available testimony in this case and it is my belief that the facts are as stated in the affidavit and certificate, and that the instruments can be rendered serviceable by being repaired.

Recommendations

That the instruments in question be turned in to the Quartermaster Corps with a view to being repaired, and that the responsible officer be relieved of responsibility therefor.

Or,

Findings

I have examined the instruments and all available testimony in this case, and it is my belief that the facts are as stated, and that the instruments are not worth the cost of repairs.

Recommendations

That the instruments in question be submitted to the action of an inspector.

266. Barrels and receivers (assembled) of rifles that have been targeted.

Findings

I have examined all available testimony in this case, and it is my belief that the facts are as stated in the affidavit, the certificate of the responsible officer, and the certificate of the officer who tested the rifles ("Exhibit A").

Recommendations

That the barrels and receivers (assembled) in question be turned in to the post ordnance officer for replacement and shipment to an arsenal, under the provisions of Par. 235, Ordnance Pamphlet No. 1965, and that Captain Smith be relieved from responsibility and accountability therefor.

NOTES

1. If the rifles complete are submitted for survey instead of only the barrels and receivers (assembled), then the recommendation should read, "That the barrels and receivers (assembled) of the rifles in question be turned in, etc."
2. In case of rifles fitted with the telescopic sight, the barrel and receiver (assembled), together with the sight and its case must be turned in to the post ordnance officer. (See Note, Par. 273.)

267. Damage to property in transit.

(a) *Findings*

I have examined the property and all available testimony in this case, and it is my belief that the facts are as stated in the certificate and the affidavit. (Or, that 7 instead of 12 cups, 1 instead of 2 soup plates, and 4 instead of 6 saucers are unserviceable.) Several transportation companies having handled the property, the determination of responsibility is not, under the circumstances, possible.

Recommendations

That the property named hereon be destroyed and responsibility and accountability therefor terminate. (Or, that 5 cups, 1 soup plate, and 2 saucers be continued in service; that the rest of the property named hereon be destroyed, and that responsibility and accountability for the property destroyed terminate.)

(b) *Finding*

I have examined the property and all available testimony in this case, and it is my belief that the articles were broken in transit, but whether due to faulty packing or careless handling I am unable to determine; also, in view of the fact that several different transportation companies handled the property, even if the damage were due to careless handling it would, under the circumstances, be impossible to determine the responsi-

bility. I also find that the articles in question are unserviceable, cannot be repaired and have no salable value.

Recommendations

That the property named hereon be destroyed and accountability therefor terminate.

268. Desertion—property lost in consequence of. (A. R. 116 and 687.)

Findings

I have examined all available testimony in this case, and it is my belief that the property named was lost in consequence of Private Smith's desertion.

Recommendations

That the value of the property be charged against Private Smith on the next pay roll of his company, and that responsibility and accountability therefor terminate.

269. Loss, damage, or destruction of property by soldier. (A. R. 685 and 686.)

(a) Value of property charged against soldier.

Findings

I have examined (insert if necessary, "the property and") all available testimony in this case, and it is my belief that the property was lost (damaged or destroyed) through the fault of Private Smith.

Recommendations

That the value of the property, $8.30, be charged against Private Smith. (Or, that the property be turned in to the post ordnance officer for shipment to an arsenal for repair, and that the cost of repair be charged against Private Smith.)

(b) Value of property NOT charged against soldier. (Case of lost property.)

Findings

I have examined all available testimony in this case, and it is my belief that the facts are as stated in the certificate and the affidavit.

Recommendations

That the property named hereon be dropped, and that responsibility and accountability therefor terminate.

270. Mule, loss of.

Findings

I have examined all available testimony in this case, and it is my belief that the death of the mule was occasioned by unavoidable cause, and

without fault or neglect on the part of the responsible officer or anyone else.

Recommendations

That the mule be dropped and that responsibility and accountability therefor terminate.

271. Rifles that have been targeted. See Par. 266, "Barrels and receivers (assembled) of rifles that have been tested."

Rifles in which the 0.308-inch plug gauge enters freely.

Findings

I have examined the rifles and all testimony in this case, and it is my belief that the facts are as stated in the certificate and the affidavit. The 0.308-inch plug gauge enters freely in all the rifles.

Recommendations

That the barrels and receivers (assembled) of the rifles in question be turned in to the post ordnance officer for replacement and shipment to an arsenal, and that Captain Smith be relieved from responsibility and accountability therefor.

272. Shoes, defective. (See Par. 256.)

Findings

I have examined the shoes and all available testimony in this case and it is my belief that the shoes were defective through either faulty material or workmanship, and through no fault of Private Lynch, to whom they were issued.

Recommendations

That the shoes be turned in to the quartermaster for the action indicated in letter No. 2,330,016, A. G. O., November 9, 1915, and that in exchange therefor a serviceable pair of shoes be issued to Private Lynch, no charge being made on his clothing account for the shoes so issued.

273. Telescopic sight.

Findings

I have examined the telescopic sight and all available testimony in this case, and it is my belief that the facts are as stated in the certificate and the affidavit.

Recommendations

That the telescopic sight be turned in to the post ordnance officer for shipment to an arsenal for repairs, and that rifle No. 352,885, to which the sight belongs, and the pouch for the sight be also turned in under the provisions of Par. 231 Ordnance Pamphlet No. 1065.

(Note. G. O. 26/17, page 5, requires that the telescopic sight, the pouch and the rifle be considered as a unit.)

CHAPTER XVI

PREPARATION OF VARIOUS FORMS AND OTHER PAPERS

274. Instructions on Forms. As a rule, errors in the preparation of forms are due more to ignorance of the Instructions printed on the forms than to any other one thing. SO, ALWAYS BE THOROUGHLY FAMILIAR WITH ALL NOTES ON EVERY FORM YOU MAY PREPARE.

275. Descriptive card of deserter. This form, No. 95, A. G. O., is prepared by the proper company commander and signed and distributed by the post commander whenever a desertion occurs at a post. The number to be prepared is determined by the post commander, who sends them at once to such marshals, sheriffs, police officers, and such others as he may deem proper. (See A. R. 118.) The form is so simple and self-explanatory that no "model" is considered necessary.

276. Record of service. (Form No. 29, A. G. O. Formerly called, "Descriptive List.") When an enlisted man is detached from his company, his service record will be forwarded to his new commanding officer. The information to be entered on a service record is called for by the various headings. The headings and the notes on the form are full and complete and explain how the paper should be prepared. It is one of the most important papers in the service, and should be prepared with the greatest possible care.

Bakers' and Cooks' Schools. In the case of men ordered to the bakers' and cooks' schools for instruction, organization commanders will note on their descriptive lists (now service records), "Bakers' Class"; or "Cooks' Class," depending upon the nature of the instruction. (Par. I, Section 14, G. O. 60, W. D., 1915.)

The requirement of G. O. 68/06; Cir. 44/06; and Par. II, G. O. 85/14, that the remark "Identification record made" be entered on descriptive and assignment cards and on descriptive lists (now service records), and the remarks "Identification record not made. Reënlisted. Identity known," be entered on the descriptive list (service record) in certain cases, is rescinded. (Par. IV, G. O. 63/16.)

277. Detached service. On Dec. 31, of each year, all officers of the line will forward to The Adjutant General of the Army *direct*, on form No. 519, A. G. O., a statement showing all absences during the year from duty with their organization or command. In case of no absence

a statement to that effect will be furnished. (Par. 1, G. O. 41/12, and G. O. 37/14.)

DETACHED SERVICE OF

Smith, (Surname.) John R. (Christian name.)

Captain, (Rank.) 1st Inf. (Organization.)

For the year ending December 31, 1915. (See G. O. 41, War Dept., 1912, and G. O. 37, War Dept., 1914.)

NATURE OF SERVICE. (Dates of commencement and termination must be given.)	Years.	Months.	Days.
Army Service School, Jan 1 - June 12/16		5	12
En Route, - June 13-15/16			3
Leave,- Aug 15 - 25/16			11
Sickness,- Sep 1 - 5/16			5
Duty Hq. Eastern Dept.- Oct 1 - Nov. 6		1	6

John R. Smith,

Capt. 1st Inf.

Form No. 519, A. G. O. Ed. Aug. 10-15—12,000. 3—3132

FIG. 1

Each officer is required to keep his personal record of detached service up to date, on Form No. 470, A. G. O., and before rendering detached service reports, to consult his personal record and other available records to ascertain exact dates of all absences. (Instruction 1, Form 470, A. G. O.)

In calculating a period of absence, whatever its nature, the day of departure will be regarded as a day of duty with the organization and the day of rejoining as a day of absence therefrom, therefore, in the

column headed "From ——" the date following day of departure should be entered and in the column headed "To——" the date of actual return should be entered. (Instruction 2, Form 470, A. G. O.)

In calculating absences all months will be considered as of 30 days each, the 31st day of a month not being counted unless the absence actually commences or ends on that day. (Instruction 3, Form 470, A. G. O.)

The Adjutant General's Office furnishes a "model" of Form No. 470 (Form No. 470-1), showing exactly how the form should be kept, and also explaining the method of determining period of eligibility for detached service at given time.

"Detached service law suspended. Individual records under this law will be carefully kept. Notify all concerned." (Telegram, A. G. O., April 5/17, to all Department Commanders.)

278. Discharges. There are three different kinds of discharge certificates, which are used as follows:

1. *Honorable discharge. (Form No. 525, A. G. O.)* When the soldier's conduct has been such as to warrant his reënlistment and his service has been honest and faithful. (See page 246 for "model.")

2. *Dishonorable discharge. (Form No. 527, A. G. O., on yellow paper.)* For dishonorable discharge by sentence of a court-martial or a military commission. (See page 248, for "model.")

3. *Discharge. (Form No. 526, A. G. O.)* For discharge when the soldier is discharged except as specified under 1 and 2, above. For example, when discharged under A. R. 148½. (See page 249, for "model.")

Pars. 139-158, Army Regulations, with which company commanders and company clerks should be thoroughly familiar, cover in full the subject of discharges.

The requirement of Par. II, G. O. 206, 1905, that a statement showing whether or not the soldier's service during the enlistment from which he is discharged has been honest and faithful, be noted on his descriptive list and discharge, and on rolls and returns, is rescinded. (Par. IV, G. O. 63, 1916.)

278½. Field return. (Form 26 A. G. O.) In order to prepare this form correctly, read carefully the notes thereon and study the headings; also, read A. R. 812. The form is used as a Daily Field Return, Special Field Return, or Trimonthly Field Return, as required. For more details regarding this form, see the tabulations of reports and returns, under the headings of the 10th, 20th, and last of month, and "When the occasion arises," as follows:

By post commander, Par. 151½.
By regimental commander, Par. 169.
(Same applies to commanders of independent battalions. See Par. 178.)
By company commander, Par. 221.

279. Final statement. (Form No. 370, War Department.) When an enlisted man is discharged, his company commander will furnish him with a final statement, in duplicate, or a full statement in writing of the reasons why such final statement is not furnished. A final statement will not be furnished to a soldier who has forfeited all pay and allowances and has no deposits due him. If he has deposits, a final statement will be issued.

Read carefully the notes on the final statement form and the following paragraphs of the Army Regulations (1913): 135; 140; 141; 142; 152; 155; 162; 341; 345; 648; 807; 1163; 1235; 1362-1367; 1369; 1375-1377; 1378; 1379; 1381.

It seems to be a practice in the service to note on final statements under, "Remarks," "Service honest and faithful," or "Service not honest and faithful," and, "Entitled to travel allowances," or "Not entitled to travel allowances." However, there is no order or regulation that requires this to be done. One of the headings on the final statement form calls for the reason for the soldier's discharge or other severance from active service, and this is what determines whether he is entitled to travel allowances. Therefore, the author fails to see the logic of entering under, "Remarks," the notations mentioned above, which practice is doubtlessly a relic of the days when the reason for a soldier's discharge or other severance from the service was not given on the final statement. (See page 250, for "model" final statement.) As a matter of fact, it is thought that the practice so far as regards the remarks, "Service honest and faithful," and "Service not honest and faithful," is now contrary to the spirit and intent of Par. IV, G. O. 63/16, which directs that these remarks shall not be entered on the descriptive list and discharge certificate, and on rolls and returns.

280. Furlough. (Form No. 66, A. G. O.) In practice this form is prepared for the signature of the post commander by the company commander, who sends it to post headquarters either with the soldier's application, or attached to an information slip, which, at some posts, is used instead of a written application, the slip giving information regarding the following:

1. Purpose of furlough
2. Previous furlough

3. Strength of company.
4. Number of men allowed on furlough.
5. Number now absent on furlough.
6. Enlistment period.
7. Date of current enlistment.
8. Has soldier sufficient funds to defray traveling expenses both ways?

281. Inventory of Effects. (Form No. 34, A. G. O.) In case of the death of any soldier, his company commander prepares his inventory of effects, a model" of which appears on page 251. The same form may be used in the case of a deceased officer.

282. Ration return. (Form No. 223, Q. M. C.) In addition to rations, on this form are obtained soap, candles, matches, toilet paper, rock salt, vinegar for animals, flour for paste in target practice, towels, and ice, the allowances of which are prescribed in A. R. 1215.

The best way to show how a ration return is prepared is to give a "model" and then explain how the figures thereon were obtained.

Attached: General Prisoners Hart and Young.

Q. M. C. Form No. 223. Authorized April 23, 1913. No._____ (QUARTERMASTER'S NUMBER)

Ration Return of Co. "H", 50th Infantry,
At Fort Porter, N. Y., from March 1, 1916, to March 31, 1916.
No. of days 31, persons present 83 plus 2 attached, No. of rations 2635
Additions 150, deductions 200, net corrections 50

NUMBER RATIONS REQUIRED	GARRISON.	FIELD.	RESERVE.	TRAVEL.	FILIPINO.	TOTAL
	2585	-------	--------	--------	--------	2585

No. emergency rations required _____.

Other issues required, quantities actually required within regulation allowance: (No. of animals _____)

SOAP.	CANDLES, ISSUE.	CANDLES, LANTERN.	MATCHES.	TOILET PAPER.	SALT, ROCK.	VINEGAR FOR ANIMALS.	FLOUR FOR PASTE.	TOWELS, HUCK.	ICE.
LBS.	LBS.	LBS.	BOXES	PKGS.	LBS.	GALS.	LBS.	NO.	LBS.
103	-----	-----	24	43	-----	-----	-----	-----	-----

FIG. 2

The figures in the above "model" were obtained as follows:

(a) The enlisted strength of Co. "H," 50th Inf., present and absent according to the morning report of Feb. 29/16, was 97

(b) Deduct from the above the number of men absent according to the morning report of Feb. 29/16, and for whom rations will not, therefore, be drawn for any part or for the whole of the month of March, the number of men absent being (assumed) as follows:

On furlough	3	
On detached service	2	
Absent sick	2	
Absent in confinement	1	
Present sick in hospital	4	
Attached to and rationed with the band	2	14
Balance		83
(c) Add the number of men attached to the company for rations, which (it is assumed) consists of two general prisoners		2
TOTAL		85

That is to say, we have 85 men for whom one ration per day must be drawn for the month of March, that is to say, 31 days.

Hence, the total number of rations will be, $85 \times 31 = 2635$ rations.

(d) Additions and deductions must be made as follows:

Additions

For the men who were attached to the company for rations and who joined during the month of February, from absent sick, furlough, detached service, etc., and which (let us assume) the "Plus" column of "Rations" on the company morning report for February shows to be, ... 150

Deductions

For the men who left the company during the month of February, on account of being sent to the hospital sick, going on furlough, etc., and which (let us assume) the "Minus" column of "Rations" on the company morning report for February shows to be, ... 200

Leaving us (a "Net correction") to be *added* of, ... 50

And making the total number due the company for the month of March 2585

EXTRA ISSUES

A. R. 1215 fixes the maximum allowance of soap, toilet paper, matches, etc., the commanding officer being authorized, if he so desires, to determine the allowances, within the prescribed maximum. The allowances are based either on so much per ration, per so many rations, or per organization. In the case of candles and matches the allowance is left entirely to the commanding officer.

Example

(See "model" ration return above.)

Soap. Allowance is 0.64 for each ration, or 4 lbs. to 100 rations. 25.85 x 4=103.40, i. e., the company is entitled to 103 lbs. of soap for the month of March.

Toilet paper. Allowance is 1000 sheets for every 60 rations. 2585 ÷ 60=43+, that is, the company is entitled to 43 packages of toilet paper.

Matches. Allowance of matches for lighting fires and lights, for which fuel and the illuminating supplies are issued, is such as the commanding officer may order as necessary.

Flour. Allowance of flour for paste used in target practice is 50 lbs. for each troop or company for the practice season.

283. Report of death and disposal of remains. (Form 415, A. G. O.) Required to be submitted by A. R. 167 and Par. 1, G. O. 67, 1910. The preparation of this form merely consists in filling in certain simple headings, and, therefore, no "model" nor explanation is considered necessary.

284. Report of Individual Classification in Rifle Practice. (Form No. 307, A. G. O.) The "Summary" includes not only the officers and enlisted men who fired during the practice season for which the report is rendered, but it also includes everyone else in the company.

Make the entry under, "Unqualified," in the Summary, under the headings of "Unqualified, not firing," and "Unqualified, firing."

The names are entered in the column, "Names," in the order of aggregate scores.

285. Report of officer testing inaccurate rifles. The following is a "model" report of the officer conducting the test of inaccurate rifles under the provisions of Bulletin 24, 1913 (amended by Bulletins 15 and 31, 1915)':

Camp Gaillard, C. Z.,
March 12, 1917.

I certify that the following rifles belonging to Co. A, 29th Inf., upon being tested as prescribed in Bull. No. 24, W. D., 1913 (amended by Bulls. 15 and 31, 1915), gave the following mean radii:

Rifle No.	Arsenal initials	At 300 yds	At 500 yds.
380705	S. A.	6.63 ins.	15 ins.
67650	R. I. A.	8.31 ins.	16.1 ins.
385621	S. A.	7.25 ins.	15.5 ins.

JOHN A. SMITH,
1st Lieut. 70th Inf.

Note

The report should be made out in triplicate, as a copy is supposed to be attached to each of the three copies of the survey report that are submitted in every such case.

286. Statement of Charges. Articles of ordnance and quartermaster property issued a soldier for his use, which may be lost, destroyed, or damaged by him, are charged against him on the pay rolls and entered on a statement of Charges (in case of ordnance property, Form No. 86, Ordnance Dept.; in case of quartermaster property, Form No. 208), together with the price thereof. In case of quartermaster property, the Statement of Charges is turned in to the post quartermaster, who either replaces the articles, or gives the organization commander credit for same. In case of ordnance property, the Statement of Charges is turned in to the post ordnance officer who replaces the articles.

Beginning July 1, 1917, a new form, "Form No. 602, A. G. O. Statement of charges against enlisted men," will be issued.

PREPARATION OF SURVEY REPORTS

287. Form used. Public property to be surveyed is entered on a Report of Survey, Form No. 196, A. G. O. (For references regarding the surveying of property see Pars. 240-273.)

288. Inaccurate Rifles. In preparing survey reports in the case of inaccurate rifles that have been tested under the provisions of Bulletin 24, 1913 (modified by Bulletin Nos. 15 and 31, 1915), no articles other than inaccurate or unserviceable rifles will appear on the report, and for each rifle the following information will be given: Number of rifle, arsenal, number of target seasons fired (if exact number is unknown, then the maximum known), the mean radius of dispersion at the ranges tested (as shown by report of test), together with any other information which would enable the surveying officer to determine if the rifle was rendered unserviceable through fair wear and tear. (Par. 235, Ordnance Pamphlet No. 1965.)

The rifles complete should not be entered on the survey report, but instead only the barrels and receivers should be entered, thus,

Barrel and receiver (assembled) No. 352597, Cal. 30.
Barrel and receiver (assembled) No. 251323, Cal. 30.

Etc., Etc., Etc.

Each copy of the survey report should be accompanied by a copy of the certificate of the officer who conducted the firing test, the certificate

being marked, "Exhibit A," and inserted and fastened between the leaves of the report, as required by note 3 on the form.

It must be remembered that rifles in which the 0.308-inch plug gauge enters freely are not to be tested by targeting. (Par. 2, Bulletin 31, 1915.) Such rifles should be submitted to the action of a surveying officer just like any other ordnance stores that become unserviceable through fair wear and tear in the public service.

289. Omitted.

290. Omitted.

291. Classification of ordnance property entered on survey report. Articles of ordnance property must be entered on survey reports according to the classification given in Ordnance Pamphlet No. 1879, "Price List of Ordnance and Ordnance Stores." (See Par. 2 of this pamphlet.) For example:

QUANTITY.	ARTICLES.	VALUE. Dolls.	Cts.	DATE AND CIRCUMSTANCES. (See Instruction No. 1.)
	Class VII - Sec. I.			
3	Bolts	3	60	Rec'd. January, 1912.
1	Telescopic Musket Sight	57	00	Rec'd. May, 1913.
	Class VII - Sec. II.			
1	Automatic Pistol	12	50	Rec'd. January, 1910.
	Class IX - Sec. I.			
4	Cups, aluminum,		76	Date of receipt unknown.
3	Gun slings	3	20	Rec'd. March, 1913.
	Total	77	06	All of the above articles were rendered unserviceable through fair wear and tear in public service.

FIG. 3

292. "Model" entries on Survey Reports in the columns, "Articles" and "Date and Circumstances."

ARTICLES	DATE AND CIRCUMSTANCES
Barrel and receiver (assembled) No. 350398, Cal. 30. R. I. A.	Received January, 1914. Seasons fired, 2.
Barrel and receiver (assembled) No. 231365, Cal. 30. S. A.	Received March, 1910. Seasons fired, 4.
Barrel and receiver (assembled) No. 121216 Cal. 30. R. I. A. (Note.—R. I. A. stands for Rock Island Arsenal, and S. A. for Springfield Arsenal)	Received May, 1901. Seasons fired, 5. The above barrels and receivers were rendered unserviceable through fair wear and tear in the public service. They have been tested by targeting and found unserviceable, as shown by the attached certificate ("Exhibit A") of the officer supervising the test.
Barrel and receiver (assembled) No. 617594, Cal. 30. R. I. A.	Received March, 1912. Seasons fired, 4. Rendered unserviceable through fair wear and tear in the public service. The 0.308 plug gauge enters freely into the muzzle.
Gun slings, Model of 1907	Received January, 1904. Worn out through fair wear and tear in public service.
Mule No. 29 of Pack Train No. 14	During a practice march on May 12/16, the mule strayed away from the bell and was later found dead. (Or, died from internal hemorrhages in corral, Oct. 10/16. Cause of hemorrhage unknown.)
Machete	Lost by Private H. J. Morgan, Company "A," 1st Infantry, March 12, 1916, in an effort to save himself from drowning in the Media River while out with a map sketching party. Efforts made to recover the machete were futile.
Rifle No. 326781, Cal. 30	Received about June, 1914. Receiver cracked as result of firing at target practice. (Or, Received April, 1912. Damaged by Pvt. John Brown, Co. "A," 1st Inf., by permitting rust to accumulate on the metal parts and then rubbing same with emory paper until bluing was removed; or, Received April, 1912. Barrel exploded in hands of Pvt. John Smith, Co. "A," 1st Inf., while firing on target range.)
(Band Instruments) For example: *Euphonium, No. 18609*	The valve pistons have spread, causing them to jam.

Flute, Db, No. 2012	Spring catch on C sharp key is broken; inside ferrule in foot joint is loose; entire flute needs regulating and adjustment.
Piccola, Db, No. 4221	Eb key is loose, and entire instrument needs regulating.
	All of the above instruments became unserviceable through fair wear and tear in the public service. (None of the repairs necessary are minor repairs, involving only slight expense, and which can be done in a workmanlike manner in the vicinity of the post.)
Shoes	Drawn by Private Harry A. Lynch, Co. "A," 1st Infantry, from the Quartermaster, Camp Gaillard, C. Z., Sept. 25, 1916. Were worn for inspections and on Sundays. Welt stitching on right shoe has broken and rendered the shoe unserviceable. It is believed defective material or sewing is responsible for present condition of shoes. Shoes marked: J. M. Herman & Co., Contractors, 7½D 62261-14, Boston Depot, July 22-14.
Telescopic sights Nos. 174 and 806, model 1908 for rifles Nos. 352385 and 532403, respectively	Date of receipt unknown. Rendered unserviceable by unknown cause. When looking through the telescope there appear numerable black spots. Also, there is a cloudy effect, as from multitudinous small globules of water.
(Quartermaster supplies) Soup plates Salt cellers Tumblers Cups Dinner plates	Broken in transit. Shipped to Q. M., Camp Gaillard, by Dept. Q. M., Philadelphia, Pa., Oct. 13/15. Received at Camp Gaillard Nov. 20/15, with original packages apparently in good condition. Original packages (two cases) were opened by 1st Lieut. John A. Smith, 1st Infantry.
Cots Rakes Shovels	Became unserviceable through fair wear and tear in the public service. The articles lost are covered by certificates of unserviceability from company commanders. Turned in to Quartermaster during period from June to December, 1915.

293. Form of certificate of officer detailed to destroy property on I. and I. Report. I certify that all property on this report, directed by the Inspector to be destroyed, or broken up, has been destroyed or broken up, in my presence.

JOHN SMITH,
1st Lieutenant, 24th Infantry,

Camp Gaillard, C. Z.,
March 12, 1916.

(Note. This certificate is printed on slips of paper, furnished by the Inspector General's Department, and is pasted on the I. and I. Report.)

(Obverse side)

Honorable Discharge from the United States Army.

TO ALL WHOM IT MAY CONCERN:

This is to Certify, That Henry Adams a Corporal of Company "A" of the Second Regiment of Infantry, as a TESTIMONIAL OF HONEST AND FAITHFUL SERVICE, is hereby HONORABLY DISCHARGED from the UNITED STATES ARMY by reason of Expiration of 4 yrs. active service with a view to immediate re-enlistment

Said Henry Adams was born in Niantic, in the State of Connecticut, and when enlisted was 25 years of age, by occupation a plumber, had blue #10 eyes, red hair, fair complexion, and was 5 feet 7½ inches in height.

Given under my hand at Fort Bliss, Texas this 18th day of Dec., one thousand nine hundred and sixteen

C. B. Cauthen,
2d Infantry

Flute, Db, No. 3012	Spring catch on C sharp key is broken; inside ferrule in foot joint is loose; entire flute needs regulating and adjustment.
Piccola, Db, No. 4221	Eb key is loose, and entire instrument needs regulating.
	All of the above instruments became unserviceable through fair wear and tear in the public service. (None of the repairs necessary are minor repairs, involving only slight expense, and which can be done in a workmanlike manner in the vicinity of the post.)
Shoes	Drawn by Private Harry A. Lynch, Co. "A," 1st Infantry, from the Quartermaster, Camp Gaillard, C. Z., Sept. 25, 1916. Were worn for inspections and on Sundays. Welt stitching on right shoe has broken and rendered the shoe unserviceable. It is believed defective material or sewing is responsible for present condition of shoes. Shoes marked: J. M. Herman & Co., Contractors, 7½D 62261-14, Boston Depot, July 22-14.
Telescopic sights Nos. 174 and 806, model 1908 for rifles Nos. 352385 and 532403, respectively	Date of receipt unknown. Rendered unserviceable by unknown cause. When looking through the telescope there appear numerable black spots. Also, there is a cloudy effect, as from multitudinous small globules of water.
(Quartermaster supplies) Soup plates Salt cellers Tumblers Cups Dinner plates	Broken in transit. Shipped to Q. M., Camp Gaillard, by Dept. Q. M., Philadelphia, Pa., Oct. 13/15. Received at Camp Gaillard Nov. 20/15, with original packages apparently in good condition. Original packages (two cases) were opened by 1st Lieut. John A. Smith, 1st Infantry.
Cots Rakes Shovels	Became unserviceable through fair wear and tear in the public service. The articles lost are covered by certificates of unserviceability from company commanders. Turned in to Quartermaster during period from June to December, 1915.

293. Form of certificate of officer detailed to destroy property on I. and I. Report. I certify that all property on this report, directed by the Inspector to be destroyed, or broken up, has been destroyed or broken up, in my presence.

JOHN SMITH,
1st Lieutenant, 24th Infantry,

Camp Gaillard, C. Z.,
March 12, 1916.

(Note. This certificate is printed on slips of paper, furnished by the Inspector General's Department, and is pasted on the I. and I. Report.)

(Obverse side)

Honorable Discharge from the United States Army.

TO ALL WHOM IT MAY CONCERN:

This is to Certify, That Henry Adams a Corporal of Company "A" of the Second Regiment of Infantry, as a TESTIMONIAL OF HONEST AND FAITHFUL SERVICE, is hereby HONORABLY DISCHARGED from the UNITED STATES ARMY by reason of Expiration of 4 yrs. active service with a view to immediate re-enlistment

Said Henry Adams was born in Niantic, in the State of Connecticut, and when enlisted was 25 years of age, by occupation a plumber, had blue #10 eyes, red hair, fair complexion, and was 5 feet 7½ inches in height.

Given under my hand at Fort Bliss, Texas this 18th day of Dec., one thousand nine hundred and sixteen

Edw. B. Cauthen,
Colonel, 2d Infantry
Commanding.

FIG. 4
[257]

293 (contd.)

(Reverse side)

ENLISTMENT RECORD.

Name: Henry Adams Grade: Corporal

Enlisted Dec. 19-1912, at Columbus Bks, Ohio for Seven years.

Serving in Second enlistment period at date of discharge

Previous service: 3 yrs. 22" Co. C.A.C. from Dec. 12, 1909 to Dec. 11, 1912

Character, "Very Good".

Noncommissioned officer: Corporal May 10, 1913 - R.G.O. 12-1913.

Marksmanship: Expert Rifleman June 5, 1914 - R.G.O. 18-1914

Horsemanship: Not mounted

Battles, engagements, skirmishes, expeditions None.

Knowledge of any vocation Plumber.

Wounds received in service: None

Physical condition when discharged: Good

Typhoid prophylaxis completed Jan. 25, 1913

Married or single: Single

Character: Excellent

Remarks: No Awol.

I ~~ recommended for reenlistment.

Geo. A. Carruthers,
Captain 2d Infantry,
Commanding Co "A".

Form No. 885, A. G. O.
Ed. Nov. 16-14-40,000.

FIG. 5

Dishonorable Discharge from the United States Army.

To all whom it may concern:

This is to Certify, That James B. Smith a Private of Company B of the Ninth Regiment of Infantry is hereby Dishonorably Discharged from the United States Army by reason of the sentence of a General Court-Martial promulgated by G.C.M.O. No. 472, Hqrs. Eastern Dept., August 24, 1916

Said James B. Smith was born in Atlanta, in the State of Georgia, and when enlisted was 24 7/12 years of age, by occupation a Painter and had Blue #10 eyes, Black hair, Dark complexion, and was 5 feet 10 inches in height.

Given under my hand at Fort Niagara, N.Y. this tenth day of September, one thousand nine hundred and sixteen.

Edward Mansfield,
Colonel, 9th Infantry
Commanding.

(note. Reverse side same as honorable discharge.

Fm. 6.

293 (contd.)

(Reverse side)

ENLISTMENT RECORD.

Name: Henry Adams Grade: Corporal

Enlisted Dec. 19-1912, at Columbus Bks, Ohio for Seven years.

Serving in Second enlistment period at date of discharge

Previous service: 3 yrs. 22" Co. C.A.C. from Dec. 12, 1909 to Dec. 11, 1912

Character, "Very Good".

Noncommissioned officer: Corporal May 10, 1913 - R.G.O. 12-1913

Marksmanship: Expert Rifleman June 5, 1914 - R.G.O. 18-1914

Horsemanship: Not mounted

Battles, engagements, skirmishes, expeditions None.

Knowledge of any vocation Plumber.

Wounds received in service: None

Physical condition when discharged: Good

Typhoid prophylaxis completed Jan. 25, 1913

Married or single: Single

Character: "Excellent

Remarks: No Awol.

I ~~ recommended for reenlistment.

Geo. A. Carruthers,
Captain 2d Infantry,
Commanding Co "A".

Form No. 385, A. G. O.
Ed. Nov. 16-14—40,000.

FIG. 5

Dishonorable Discharge from the United States Army.

To all whom it may concern:

This is to Certify, That James B. Smith a Private of Company B of the Ninth Regiment of Infantry is hereby Dishonorably Discharged from the United States Army by reason of the sentence of a General Court-Martial promulgated by G.C.M.O. No. 472, Hqrs. Eastern Dept., August 24, 1916

Said James B. Smith was born in Atlanta, in the State of Georgia, and when enlisted was 24 7/12 years of age, by occupation a Painter and Blue #10 eyes, Black hair, Dark complexion, and was 5 feet 10 inches in height.

Given under my hand at Fort Niagara, N.Y. this tenth day of September, one thousand nine hundred and sixteen.

Edward Mansfield,
Colonel, 9th Infantry
Commanding

(note. Reverse side same as honorable discharge.

FIG. 6

293 (contd.)

DISCHARGE FROM THE UNITED STATES ARMY.

TO ALL WHOM IT MAY CONCERN.

This is to Certify, That James P. Brown a Private of Company B of the Second Regiment of Infantry is hereby Discharged from the United States Army by reason of Paragraph 148½, A.R., per 2nd Ind. Hq. E. Dept. October 14, 1916

Said James P. Brown was born in Cleveland, in the State of Ohio, and when enlisted was 24 7/12 years of age, by occupation a Boiler-maker., had Blue & Hazel eyes, L. Brown hair, Fair complexion, and was 5 feet 7½ inches in height.

Given under my hand at Fort Wayne, Mich. this 16th day of October, one thousand nine hundred and sixteen

George B. Jackson,
Major, 2nd Infantry
Commanding.

(Note. Reverse side same as honorable discharge)

FINAL STATEMENT of Daniel Boyd, Pvt. "B" 7th Infty.
(Name of soldier.) (Rank.) (Company.) (Regiment.)

ACCEPTED for enlistment at Hartford, Ct. Enlisted on March 12, 1913
(Discharged. Furloughed to reserve, retired, or died.)

Furloughed to reserve at Gatun, C.Z. on March 14, 1917

Reason Completion of 4 years active service
(Give reason and order, if any, for discharge, furlough, or retirement, and if discharged, whether honorable or otherwise.)

Serving in seventh enlistment period at date of furlough
(Discharge, furlough, retirement, or death.)

DUE SOLDIER for

For additional pay Expert Rifleman, May 20, 1914, R.G.O. 10, 1914.
(See Instruction 6.)

For clothing Seven (Words.) and 90/100 dollars ($ 7.90)

For deposits Seventy (Words.) and 00/100 dollars ($ 70.00)
(As per itemized list on outer fold.)

For pay detained by court-martial Five (Words.) and 00/100 dollars ($ 5.00)
(See Instruction 15.)

For
(Any other items, including com. of qrs., heat, and light, for which W. D. Form 359 must be attached hereto, see Instruction 16.)

Last paid to include July 31 1916, by Capt. W.B. McCluskey QMC.
(Name of quartermaster.)

DUE UNITED STATES for Due Post Exchange, Camp Gaillard, C.Z., Five dollars ($5.00)
(See Instructions 7 and 14.)

REMARKS: AWOL, Aug. 3 to 5, 1916, both Incl.
(See Instructions, especially 10 and 14.)

I CERTIFY that the foregoing Final Statement, given in duplicate is correct.
(In case of deceased soldier, strike out "given in duplicate.")

Martin B. Roberts,
Captain, 7th Infantry.
Commanding Organization.

WAR DEPARTMENT.
Form No. 570.
Approved by the Comptroller of the Treasury July 31, 1912.

(THIS FOLD FOR THE QUARTERMASTER.)
Voucher No. _____

(Name of quartermaster.)
THE UNITED STATES

To _____
(Name of soldier.)

(Rank.) (Organization from which discharged.) Dr.

DUE SOLDIER.		
Prior fiscal year:		
Pay of Army, 191		
Final pay as which discharged, furloughed, retired, or died:		
Pay	$	
Interest	$	
Com. qrs., heat, light	$	
Total Pay of Army, 191		
Clothing	$	
Travel pay	$	
	$	
Total S. S. and T., 191		
Deposits, Deposit Fund		
Total amount due soldier		
DUE UNITED STATES.		
For	$	
For	$	
For	$	
For	$	
Total stoppages		
Balance due soldier		

Paid by check No. _____ on Treasurer United States, dated _____, 191 , for $. _____

Deposit with my new account $_____

_____
(Signature of soldier.)

Post Exchange paid by Check No. _____ on TREASURER UNITED STATES, dated _____, 191 , for $_____

(To be completely filled in before signature by payee without alteration or erasure thereafter.)

Received _____, 191 , of _____ Quartermaster Corps, U. S. A., _____ and 00/100 dollars in cash.

(Do not sign a duplicate.)

NOTE.—This fold will become the brief after payment by the quartermaster

FIG. 8

293 (contd.)

293 (contd.)

INVENTORY OF THE EFFECTS OF

Jones, John R.
(Christian name.) (Surname.)

late a Pvt. Co."H",50th Inf.
(Rank.) (Organization.)

who died at Fort Ontario, N.Y.

on Nov. 27,1915., 191 , by reason of

accidental drowning

The remains were shipped to Arthur and were buried at C.Jones,816 Main St.,Fulton,N.Y., Nov.28,1915.... No. of grave -------.

ARTICLES.	NO.
Belt,waist	1
Breeches,service,pairs	6
Coats,service	4
Coat,fatigue	1
Cords,hat	2
Drawers,jean,summer,pairs	4
Hat, service	1
Laces,shoe,pairs	2
Laces,leggin,pairs	3
Leggins,pairs	2
Mirror,hand	1
Razor,safety	1
Shirts,O.D.flannel	2
Shoes,russett,pairs	2
Soap,toilet,cakes	3
Towels,face	5
Towels,bath	2
Undershirts	4
Forwarded to The Adjutant General of the Army.	
1 Bible,pocket	
4 Discharges	

Form No.36, A.G.O. (Triplicates.)
Ed. May 31 11—8,000 (OVER.) W—150

DEPOSITS
(A.R.1367)

Date.	Amount.	Quartermaster
6/6/15.	$10.00	Capt.C.S.Doll QMC.. Ft.Ontario,N.Y.
7/8/15.	$15.00	Capt.C.S.Doll QMC.. Ft.Ontario,N.Y.
9/7/15.	$10.00	Capt.C.S.Doll QMC.. Ft.Ontario,N.Y.

Money | Specie One and 85/100 $1.85
Notes ---------- $-------

I certify that the foregoing inventory comprises all the effects of John R.Jones, deceased, and that the effects are in the hands of C.O.,Co."H",50th Inf. at Fort Ontario,N.Y., to be disposed of as prescribed in Army Regulations.

F.R.Wallace,
Capt.,50th Inf.,
Commanding Co.
Fort Ontario,N.Y.,
(Station.)
Nov.28,1915., 191...
(Date.)

(OVER.) W—150

FIG. 9

CHAPTER XVII

MUSTER ROLLS

294. Instructions on form and "Model Remarks." The instructions on the muster roll form (No. 61, A. G. O.) are very complete, and the "Model Remarks" published as Form No. 489, A. G. O., cover practically every entry that is ever made on the muster roll. Study carefully the instructions and the "Model Remarks" and you will have no trouble in making out the muster roll, which is one of our most important papers.

The "Model" muster roll on pages 255-257 is given principally to show the headings in the column, "NAMES, PRESENT AND ABSENT, AND RANK."

295. Muster roll data. To the end that all remarks that should be entered on the muster and the pay rolls be made correctly and that none be omitted, it is necessary to have a simple and systematic plan for keeping the data. By far the best plan the author has ever seen consists in using the "Muster and Pay Roll Data Card" mentioned in Par. 214.

The cards should be used as follows:

When anything happens that should be noted on the muster or pay rolls, enter, *at the time*, the appropriate remark on the man's card, and place same on the company commander's desk for him to see.

For example:

(a) If a man is absent a day or more without leave, when he returns submit his muster and pay roll data card, with the proper entry thereon, to the company commander with the morning report on which the man's return to duty is noted.

(b) If a man is tried and convicted by court-martial, place his muster and pay roll data card, with the proper entry thereon, on the company commander's desk with the summary court record or court-martial order, just as soon as it is received.

(c) If a man is transferred to another organization, or detailed on detached service, submit his muster and pay roll data card, with the proper entry thereon, to the company commander when the D/L is signed.

(d) If a man is discharged, submit his muster and pay roll data card, with proper entry thereon, to the company commander when the discharge and final statements are signed.

(e) If a letter is received affecting a man's pay, submit his muster and pay roll data card, with the proper remark thereon, to the company commander with the letter in question.

(f) If a man dies, submit his muster and pay roll data card, with proper remark thereon, to the company commander when the Inventory of Effects and final statements are signed.

In short, whenever any order, record or paper, is placed before the company commander which necessitates the entry of a remark on the muster or pay roll, submit the man's muster and pay roll data card to the company commander at the same time. In this way the company commander KNOWS that absolutely EVERYTHING that is taking place in his company that should be entered on the muster and pay rolls is being, in effect, entered on such rolls as the things take place, AND THERE IS NO FORGETTING.

The preparation of the pay rolls and muster rolls will then consist merely in copying on the rolls the various entries on the Muster and Pay Roll Data cards.

295a. Mustering by telephone. Enlisted men at subposts or on outpost or other similar duty may be mustered by telephone when it is impracticable for them to report in person to the mustering officer. In such cases the stations and duties of the men on the date of muster, and the words, "Mustered by telephone," will be entered in the column for Remarks. (Par. II, G. O. 49/17.)

MUSTER ROLL of Co. "A", of the 62d Inf.,
Army of the United States from the 30th day of June, 1915 (date of last bimonthly muster), to the 31st day of August, 1915

NAMES, PRESENT AND ABSENT, AND RANK. (Commissioned and noncommissioned officers according to rank. Surnames of all enlisted men will precede Christian names. Privates of each class in alphabetical order.)	WHEN ENLISTED.	All present and mustered except those indicated in this column by the word ABSENT.	REMARKS.
CAPTAIN			
John T.Clark			Comdg Co.
1st LIEUT.			
William T.Russell			Duty with Co.
2nd LIEUT.			
Robert C.Taylor			On 10 days' leave since Aug.27/15.
			PSO 80,1915.
1st SERGEANT			
Crain, William C.	Apr 11/13		Awarded C of M for saving the life
			of a comrade in a skirmish with
			Filipinos at Tayug,P.I.,Aug.10/13.
			GO 20,WD,1915.
SUPPLY SERGEANT			
Harper, Merritt S.	July 9/14	Absent	On one mos furlough since Aug.10/15,
			A.R.106.
MESS SERGEANT			
Wallace, Sidney A.	Jan 14/15		Name changed fr Wallace A.Sidney to
			Sidney A.Wallace.Letter AGO,July 10/15
SERGEANTS			
Wooton, Harry E.	Aug 16/15		Reenl Wrnt as Sgt contd.
Stephens, Frank	Sep 23/14	Absent	Sick in PH, Ft. Jay, N.Y., since Aug.10/15.
			Par.16,SO 126,E.Dept.1915.

FIG. 1

295a (contd.)

NAMES, PRESENT AND ABSENT, AND RANK. (Commissioned and noncommissioned officers according to rank. Surnames of all enlisted men will precede Christian names. Privates of each class in alphabetical order.)	WHEN ENLISTED.	All present and mustered except those indicated in this column by the word ABSENT.	REMARKS
CORPORALS			
Stroud, Thomas C.	Dec 19/13	Absent	DS since July 14/15 at Ft.Thomas, Ky., SO 110, WD, 1915.
Williams, Frank P.	Apr 7/15		Aptd Corp fr Pvt. July 14/15, RO 10, 1915.
MECHANIC			
Pope, John C.	Mar 12/14		Forfeit $5 SC, Aug. 5/15.
COOKS			
Murphy, Thomas J.	Oct 15/13		Aptd Cook fr Pvt. July 17/15, CO 7, 1915.
BUGLERS			
Cannon Fred E.	May 3/14		In confinement July 5 to 8/15. SC July 5/15.
PRIVATES, 1st CLASS			
Jones, Albert S.	July 13/15		Assigned to Co. July 14/15, D&A Card. Joined sd. Aptd 1st Cl Pvt. fr Pvt. July 20/15, CO 9, 1915.
Webber, Stanley R.	June 8/14		In confinement fr July 29 to Aug. 5/15, awaiting trial for desertion. Charge removed as having been erroneously made, par. 6, PSO, 79, 1915.
PRIVATES			
Matthew, Richard T.	Feb 1/15		In hands CA fr July 10 to Aug. 3/15. Offense: Disorderly conduct. Acquitted.
Campbell, George	Dec 12/14		Transferred as Pvt. fr Sgt. Co. "B", this regt., Aug. 15/15. RSO 40, 1915. Joined Aug. 16/15.

LOSS			
DISCHARGED-			
PRIVATES			
Showalter. Louis T.	July 7/13		Honorably discharged Aug.14/15,SCD at Ft.Jay,N.Y. Character "Good" Service honest and faithful.
Watson, Arthur B.	May 10/14		Dishonorably discharged Aug.10/15, GCMO,378,E.Dept.,1915,at Ft.Jay, N.Y.Service not honest and faithful. Character "Bad"
TRANSFERRED PRIVATE			
Jackson, James	Dec 6/12		Transferred to 56th Co.C.A.C.,Aug. 16/15,Par.5,SO 136,E.Dept.,1915.
DIED			
PRIVATE			
Sutton, Miles	Jan 1/14		Died July 14/15,at Ft.Porter,N.Y.
RETIRED			
SERGEANT			
Callahan, John	Aug 23/13		Retired July 22/15.Par 3,SO 133, WD,1915,at Ft.Jay,N.Y.
DESERTED			
PRIVATE			
Collins, Arthur	May 10/13		Deserted Aug 26/15,at Ft.Jay,N.Y.
DROPPED			
PRIVATE			
Whitaker. Charles	Oct 17/14		Discovered to be a deserter fr the Navy Aug.10/15. Dropped from records Aug.19/15.Letter AGO.WD.Aug.17/15.

CHAPTER XVIII

PAY ROLLS

296. Pay roll data. See Par. 295, "Muster roll data."

297. Change for company collections. In order to have enough change necessary for making the company collections, attach a memorandum of the following tenor to one of the pay rolls that is sent to the paymaster:

Company "C," 29th Infantry,
Gatun, Canal Zone,
January 11, 1916.

MEMORANDUM FOR PAYMASTER:

When the company is paid would you please supply me with $100 in change, as follows:

$50 in Ones
25 in Halves
15 in Quarters
5 in Dimes
4 in Nickels
1 in Pennies

JOHN A. SMITH,
Capt., 29th Infantry,
Comdg.

(Note. The above amount of change will answer for a company of 100. if the strength of the company is greater than that, the amount of change should be increased accordingly.)

298. Instructions for the preparation of pay rolls. The following instructions for the preparation of Army pay rolls were published in G. O. 40. W. D., August 30, 1916:

1. The pay rolls are not only the guide for the immediate payment of the troops interested, but when filed in the Treasury Department they become the record to which reference will thereafter be had in the investigation and settlement of claims or questions affecting the pay of the men whose names are borne thereon for the period involved. All officers are therefore enjoined to exercise every care to make the pay rolls with which they are concerned complete in every detail.

2. COMPOSITION OF A PAY ROLL

A pay roll will be made up of one copy of War Department Form No. 366 and as many forms 366a as may be necessary, fastened together along the edge indicated by sewing or by means of a stapling machine or other permanent fastening, but not by use of glue or mucilage.

3. Number of Copies and Disposition of Same

Pay rolls will be made out in triplicate, and dated from the first to the last day of the month. Two of the three copies (one being the signed roll) will be forwarded to the quartermaster and the third copy duly extended will be retained with the records of the organization.

4. Signing of Rolls

Only one copy will be signed by the men, and when carbon copies are made the original will always be the copy to be signed. The roll to be signed will always be completed and fastened together before being signed. When it is known that payment is to be made by check none of the rolls will be signed by the men. Only men who are to be paid will sign the roll; those who for any reason are not to be paid will not sign; if, however, in such case, the roll be inadvertently signed, the signature will be erased. In cases of stoppages equaling or exceeding the pay due, complete data will be carried to the next succeeding rolls until a sufficient amount of pay is due to satisfy all stoppages and leave a balance for the soldier. (See par. 15 below.) If for any reason a soldier whose name appears on the pay roll does not sign the roll and is not to be paid by check, a line will be drawn through the space intended for his signature.

5. Typewritten and Carbon Copies Authorized

The preparation of pay rolls on a typewriting machine is authorized provided a record ribbon is used. The making of carbon copies is also authorized, but they must be clear and legible throughout, and the original copy and the first carbon copy must be forwarded to the quartermaster, who will in turn forward the original copy, with his account current, to the Quartermaster General of the Army. Quartermasters will not be required to accept carbon copies that are not clear and legible throughout, and they are authorized to return illegible copies with request for legible ones.

6. Names to be Entered on Roll

The names of officers of the Regular Army will not be entered on the roll, but all enlisted men will be taken up thereon from the date of receipt of notice of their assignment, whether or not they have yet joined, and will be entered in the column "Names, Present and Absent, and Rank," in the following order: First, noncommissioned officers, in the order of the grade given in paragraph 9, Army Regulations, 1913, the names under each grade-heading appearing in the order of the dates of warrants; second, all others, except buglers, first-class privates,

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and privates in alphabetical order of grade; third, buglers; fourth, first-class privates; fifth, privates. The names of the men under each grade-heading, except noncommissioned officers, will appear alphabetically. Lance corporals will be carried under the heading of "First-class privates" or "Privates," depending on the actual grade held.

The names and the headings will follow one another without interval, except when made necessary by the use of two or more lines, in the column of "Remarks" after a name.

Men on detached service will be carried on the roll of the organization to which they belong in their proper place with remarks showing them on detached service and place, if known.

In all cases the last name will be written first, e. g., Smith, John A., and *not* John A. Smith. Care will be taken to have the names correctly spelled and the dates of enlistment correct, and the signatures must correspond exactly with the names in the column, "Names, Present and Absent, and Rank."

7. Detachment Rolls

The names of men mustered for pay at stations where their companies or organizations are not mustered may be borne on one consolidated pay roll.

All detachment pay rolls for detachments composed of various organizations will show in a column ruled for that purpose the company, battery, troop, or other organization to which each man belongs.

8. Ruling Extra Columns

The use of dots and the word "ditto" is prohibited, but when items of the same character, such as subsistence credit sales, clothing due United States, post exchange, and post laundry, are to be made against a sufficiently large number of men, columns may be ruled therefor in the space under "Remarks."

9. By Whom and to What Date Paid

In the cases of soldiers who were last paid to a date different from that to which the organization was last paid, or by a different quartermaster, as shown by the certificate of the commanding officer on the first page, the date to which last paid and the name of the quartermaster will be stated against their names under "Remarks."

10. Column "Remarks"—Data Opposite Names

All data affecting a soldier's pay will be entered in the column "Remarks," in the manner indicated under the caption "Model Remarks" below.

Only such remarks as affect a soldier's pay will be entered.

Opposite the name of the person concerned will be carefully noted—

(a) All changes of rank or grade. In case of appointment the number, date, and source of order will be stated; in case of reduction the date of receipt of order at soldier's station will also be stated.

(*b*) All authorized stoppages, fines, sentences, with number, date, and source of order.

(*c*) All cases of absence of enlisted men without leave or absence sick without pay for one day or more.

(*d*) All cases of confinement of one day or more by civil authorities and whether such prisoners have been held for trial, tried, or discharged without trial, and, when tried, whether acquitted or convicted with dates of absence.

(*e*) Everything else affecting the pay of every enlisted man, so as to insure justice to him and to the United States.

As many lines as may be necessary to avoid crowding will be taken after each name, and only one line of written matter will be placed on one ruled line. When the matter is typewritten, remarks exceeding one line will be single spaced without regard to the ruled lines on the paper.

11. Clothing Account

For regulations concerning the settlement of a soldier's clothing account see paragraphs 1159-1169, Army Regulations, 1913.

12. Retention in Service Beyond Date of Enlistment

When soldiers are retained in the service with the colors to make good time lost, the cause of such retention must be stated. In case a soldier who must be kept in the service beyond the date of expiration of term of enlistment in order to make good time lost and is in confinement at or after date of expiration of term of enlistment, the date of restoration to duty status, if so restored, will be stated.

13. Changes Since Last Muster for Pay

(*a*) Names of men belonging to a command will be immediately followed by those of the men who have ceased to belong to it since last muster for pay. These will be classed in the following order: (1) Discharged, (2) furloughed to the reserve, (3) transferred, (4) died, (5) retired, (6) deserted, (7) missing. Under each heading the names will appear in the order prescribed in paragraph 6 above.

(*b*) The character of discharge (honorably discharged, discharged, or dishonorably discharged) will be noted on the roll.

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(c) In these cases: (1) Desertion; (2) dishonorable discharge; (3) discharged for desertion; (4) missing; (5) and discharge, honorable discharge, or furlough to the reserve when the stoppages equal or exceed the amount due soldier; the soldier's account will be stated in full, showing rank or grade, date to which last paid, and by whom. All stoppages and charges (special care being taken to note all dues to post exchanges, company fund, etc.), and credits for deposits, etc., and the balance due the United States or due the soldier on account of clothing, and when the desertion, discharge, or furlough occurs within the first six months of enlistment the money value of clothing drawn since enlistment must also be stated; also dates and places will be given, and number, date, and source of order or other authority.

(d) In case of honorable discharge (except as prescribed in [c] above and [e] below), discharge or furlough (except as prescribed in [c] above), transfer, death, or retirement, only the rank or grade, the date of discharge, furlough, transfer, death, or retirement, and the number, date, and source of the order or other authority will be given.

(e) The names of men who are discharged during the period covered by the pay roll and who reënlist in the same company during that time will be carried in the body of the roll only.

14. Deserters

The name of a soldier who has joined from desertion since last muster for pay will be placed in the body of the roll only. The following data will appear on the first roll: The same data that appeared on the rolls on which the soldier was dropped as a deserter; a statement of his new account opened after date of return to military control (the account at date of desertion and the account since return to military control being stated separately); the place and the date of return to military control; and whether he was apprehended or surrendered. On subsequent rolls until the result of the trial has been published, or the case otherwise disposed of, will appear the remark, "Awaiting trial (or result of trial) for desertion. For statement of account, see rolls for ————, 191—." On the rolls following the final disposition of the case will appear a complete statement of the soldier's account at the date of such disposition of the case, the ante-desertion and post-desertion accounts to be stated separately, including the number, source, and date of the order announcing his return to duty, or the result of the trial.

The restoration to duty of a deserter by competent authority, namely, by the commander who would be authorized to direct that he be brought to trial, can be ordered only in case the desertion is admitted, and must not be confused with the removal (by the order of such commander or the

War Department) of a charge of desertion erroneously entered on the rolls against a soldier.

15. When a soldier is not paid on a pay roll the organization commander must not attempt to settle the account by striking a balance between the undrawn pay and indebtedness, but the account as a whole must, except as provided in paragraph 14, be carried forward to succeeding rolls until the quartermaster can collect all dues to the United States and pay a balance to the soldier. (See A. R. 1374, 1913.)

16. Where changes occur in a quartermaster's figures in the "Balance paid" column, the company commander or officer witnessing the payment must certify in the margin of the roll the amount actually paid the soldier.

299. MODEL REMARKS FOR ARMY PAY ROLLS

17. These model remarks are meant to cover only the more common cases. Cases arising not covered herein will be stated according to facts of record.

Any pay or allowances that may have accrued during a previous enlistment can not be paid by a quartermaster, but a claim for same must be made on the Auditor for the War Department.

18. Absence

(*a*) *In hands of civil authorities.*—In hands CAuth fr Jan 10 to Feb 3/16, convicted (acquitted, released on bail, or released without trial).

(*b*) *Without leave.*—Awol Jan 10 to 15/16.

(1) Absence in the hands of civil authorities or without leave will be stated by dates of departure and return as above. The day of departure is a day of absence and day of return is a day of duty, without regard to hours, in case of enlisted men absent without leave or in hands of civil authorities. For example, "Awol Jan 10 to 15/16," is an absence of five days, January 10 the day the soldier left post being a day of absence and January 15 the day he returned to post being considered a day of duty. Hours of departure and return will not be stated. An absence of less than 24 hours will not be entered on the pay roll.

(*c*) *Sick, not in line of duty, G. O. 31, 1912, and 45, 1914.*—Sick, not LDGO 31/12 and 45/14, Jan 1 to 15/16, inc.

(1) G. O. 31, 1912, requires the inclusive dates sick to be stated as distinguished from the method of stating absence without leave indicated above. In deducting pay for time sick, quartermasters will treat the dates given as inclusive whether stated so or not.

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19. ALLOTMENTS

(*a*) *Commencement.*—Alot $12 per mo for 20 mos fr Jan 1/16 to Aug 31/17.

(1) Allotments should begin with the first day of a month, except that no allotment will begin prior to date of current enlistment.

(2) An allotment should be entered on the pay roll for the month in which it commences without waiting for any report from the Quartermaster General that the allotment papers have been received.

(3) A soldier should not be allowed to allot his entire monthly pay, except for good reasons warranting such action, so that he may have at least a small balance due him each month to meet unforeseen indebtedness.

(*b*) *Discontinuance.*—

(1) Alot $12 per mo for 20 mos fr Jan 1/16; almt discontd with Apr 30/17. letter QMG Apr 15/17.

(2) Almt of $12 per mo for 20 mos fr Jan 1/16, collected to Aug 31/17, discontd with May 31/17, letter QMG June 15/17. Due Sol $36 deducted for almt for June, July, and Aug /17.

(3) Discontinuances close on the last day of the month, unless a soldier deserts, severs his connection from active duty with the Army, or the allotment is discontinued before the end of the period of allotment. In all such cases his commanding officer will make immediate report direct to the Quartermaster General, as required by Army Regulation 1350, stating the date to which the allotment has been collected, and in case of desertion, discharge, furlough to the reserve, death, etc., the date thereof.

(4) An allotment should not be entered on pay rolls subsequent to the expiration of the period for which the allotment was originally made, except when necessary to secure deduction or collection of the allotment for a month or months within such period yet due.

20. APPOINTMENTS

(*a*) Aptd fr Corp R O 10 Jan 15/16.

(*b*) Aptd 1st Sgt fr Sgt O 5 Jan 10/16.

(*c*) Aptd Ck fr Pvt O 6 Jan 10/16.

(*d*) Aptd Corp fr Pvt O 7 Jan 20/16, under A R 275, the Co being absent from Regtl Hq (or A R 256 or 271, with statement that the company or battalion is serving away from regimental headquarters).

21. Appointments Continued in Force

(*a*) Disch Jan 5/16 wrnt as Sgt contd.

(*b*) Disch Jan 4/16 wrnt as Sgt and apmt as 1st Sgt contd.

(*c*) Disch Jan 5/16 apmt as Ck contd.

(*d*) Warrants and appointments may be continued only when reënlistment is accomplished within 20 days after dischaıge.

22. Bonus For First Reënlistment

(*a*) Due Sol bonus for reënl. Former service: Enl Jan 3/13; disch in US (give reason) Jan 2/17 from Co A 1st Inf as Pvt 1st enl period; SbO at date of disch drawing 35c per day ED pay.

(*b*) Reason for discharge must always be stated.

23. Certificate of Merit

(*a*) *When awarded in current enlistment.*—On first roll and all subsequent rolls until first payment: C of M fr Jan 5/16 (giving date of meritorious service, not date of order promulgating same). On subsequent rolls: C of M.

(*b*) *When awarded in previous enlistment.*—On first roll and on all subsequent rolls until first payment: C of M fr Jan 10/10; pay due for same fr enl. On subsequent rolls: C of M.

24. Damage to Private Property

(*a*) Due Harvey J. Tompson, Lake City, Minn., under 54th AW $8.65 for damage to private property per approved finding board of officers.

25. Desertion

(*a*) When within six months of enlistment a soldier deserts, is discharged, or furloughed to the reserve under the circumstances named in section (*c*) of paragraph 13 above, the money value of clothing drawn since enlistment will be stated in remarks on the pay roll, in addition to the balance due the United States or the soldier. Also in such cases the remarks will show the amount due post exchanges, company fund, etc.

(*b*) *Simply desertion.*—Deserted at Ft Jay N Y Jan 10/16. Due US at date of desertion, Ord $1.52, C&GE $1.75; due Sol Clo $10; money value of clo drawn since enl $35 (having deserted in first six months of enlistment); due PE Ft Jay N Y $3. Last pd to Dec 31/15 by Capt Howard. Awol during current enlistment Jan 5 to 8/16 (or No awol).

(*c*) *Acquittal.*—Deserted at Ft Jay N Y Aug 10/15. Surrendered at Ft Sheridan Ill Aug 30/15. Tried for desertion and acquitted GCMO 60 C Dept Oct 5/15. Last pd to June 30/15 by Maj Howard.

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(*d*) *Not guilty of desertion, but guilty of absence without leave.*—Deserted at Ft Sheridan Ill Oct 10/15. Apprehended by CAuth and delivered at Madison Bks N Y Jan 5/16. Tried, found guilty of awol only and sentd to forfeit 2/3 of his pay per mo for 2 mos GCMO 70 E Dept Feb 1/16. Last pd to Sep 30/15 by Capt Smith.

(*e*) *Sentence of desertion not involving dishonorable discharge.*—Deserted at Ft Missoula Mont June 5/15. Apprehended by CAuth and delivered at Ft McPherson Ga Jan 10/16. $50 reward pd for apprehension and delivery. Due US at date of desertion: Clo $10.50; PE Ft Missoula Mont $5; due sol for deps $10. (In case soldier deserts after six months from enlistment, statement of money value of clothing drawn at date of desertion not required.) Convicted of desertion and sentenced to be confined at hard labor for 6 mos and forfeit 2/3 of his pay per mo for like period GCMO 150 E Dept Apr 5/16. Last pd to May 31/15 by Maj Howard.

(*f*) *Sentence of desertion involving dishonorable discharge.*—Deserted at Ft Jay N Y Feb 5/16. Apprehended by CAuth and delivered at Ft Sheridan Ill Feb 27/16. $50 reward pd for apprehension and delivery. Due US at date of desertion: Clo $10; money value of clo drawn to date of desertion $35 (having deserted in first six months of enlistment). Clo drawn since apprehension $2 (or no clo drawn since apprehension); due PE Ft Jay N Y $3. Convicted of desertion and sentd to be dishonorably disch forfeiting all pay and allowances due and to be confined at hard labor for two years GCMO 36 C Dept Apr 3/16. Dishonorably disch at Ft Sheridan Ill Apr 5/16. Last pd to Jan 31/16 by Capt Taylor.

(*g*) *Restoration to duty without trial.*—Deserted at Ft Snelling Minn Jan 20/16. Surrendered at Vancouver Bks Wash Feb 5/16. Restored to duty without trial SO 64 West Dept Mch 6/16. Due US at date of desertion: Clo $10.50, PE Ft Missoula Mont $5; due sol for deps $10. (In case soldier deserts after six months from enlistment, statement of money value of clothing drawn at date of desertion not required.) Last pd to Dec 31/15 by Capt Hood.

(*h*) *Removal of charge of desertion.*—Deserted Jan 12/16. Surrendered to military control Feb 10/16. Charge of desertion removed as erroneously made par 5 SO 30 E Dept Feb 25/16. Awol Jan 12 to Feb 10/16. Last pd to Dec 31/15 by Maj Jones.

26. Discharge, or Furlough to the Reserve

(See sec. [*a*] par. 25, above.)

(*a*) Honorable.—Honorably disch (or furloughed to the reserve) Jan 6/15 per (give reason).

(1) In case of retention in active service to make good time lost, or for other reason, the reason for retention must be stated. Thus: Held to make good time lost by awol fr Jan 2 to 10/16.

(*b*) Discharge.—Disch Mch 4/16 by reason of imprisonment under sentence of a civil court par 6 SO 45 W D Feb 25/16.

(*c*) *Dishonorable, for offenses other than desertion.*—Dishonorably disch at Ft Sam Houston Tex Mch 5/16, forfeiting all pay and allowances due GCMO 110 S Dept Mch 1/16. Due Sol: Deps 150 Clo $16. D&FS for deps given. Last pd to Jan 31/16 by Capt Smith.

(*d*) *On surgeon's certificate of disability.*—Disch Jan 12/16 on SCD par 5 SO 7 WD Jan 10/16.

(*e*) *By purchase.*—Disch Jan 10/16 by purchase par 2 SO 3 C Dept Jan 4/16. (See G. O. 31, W. D., 1914.)

(f) *On account of a dependent parent* (see G. O. 31, W. D., 1914).—Disch Jan 25/16 on account of a dependent parent par 5 SO 20 WD Jan 24/16.

27. Extra Duty

(See G. O. 59, W. D., 1915.)

(*a*) ShO Jan 1 to 31/16 26 days worked 1 holiday.

(*b*) ShO Jan 1 to 31/16 31 days worked 5 Sundays and 1 holiday.

(*c*) Clerk office C Def Art Engr Jan 1 to 31/16 26 days worked 1 holiday.

28. Foreign Service

(*a*) Left US for PI Jan 5/16.

(*b*) Arrived in US from Alaska Jan 10/16.

(*c*) Foreign service increase begins on date of leaving US for foreign service and continues to date of return to US both dates inclusive.

29. Gunners, Rated Positions, and Marksmanship Pay

(*a*) Pay due soldier under these headings will be entered as the first remark on pay roll.

(*b*) Remarks should be entered on the pay rolls as prescribed by paragraphs 1343, 1344, and 1345, A. R.

30. Overpayment

(*a*) Due US $5 overpaid as ER for Jan/16 on Vou 200 of Capt Doe for Feb/16.

(*b*) The nature of an overpayment must always be stated.

31. Quartermaster Supplies

(*a*) Due US Clo $6.50.

(*b*) Due US C&GE $1.25.

(*c*) Due US RS 50c.

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32. Reductions

(*a*) Rd fr 1st Sgt to Sgt O 6 Jan 10/16.

(*b*) Rd fr Sgt to Pvt RO 10 Jan 13/16 O recd sd.

(*c*) Rd fr Ck to Pvt O 7 Jan 12/16.

(*d*) Rd fr Corp to Pvt SC Jan 6/16.

(*e*) Rd fr Sgt to Pvt and to forfeit 2/3 of his pay per mo for 2 mos GCMO 150 E Dept Mch 2/16.

33. Retirement

Retired Jan 25/16 par 1 S O 20 WD Jan 24/16.

34. Sentences

(*a*) Forfeit 3 days pay SC Jan 5/16. (Date of approval by post commander.)

(*b*) To be confined for 3 mos and to forfeit 2/3 of his pay per mo for a like period GCMO 50 E Dept Mch 2/16. $20 deducted for Feb and Mch on Mch/16 roll. Unexecuted portion of sent remitted SO 55 E Dept Apr 5/16.

(*c*) In a case where the full amount of the sentence has not been deducted, the sum already stopped should be shown on next roll.

35. Subsistence Charges

(*a*) All charges entered against enlisted men on account of subsistence must be concisely noted.

(*b*) Due US credit sales Sub/16 $1.50.

(c) Due US refundment of Sub/16 $3.

(*d*) Due US increased cost of rations Sub/16 $1.25.

(*e*) Due US com of rations $3 furnished by Capt Doe Ft Myer Va June 5/16.

36. Transfer

(a) Transferred to 24th Inf Jan 20/16 par 1 SO 10 WD Jan 15/16. (Under loss, transferred.)

(*b*) Transferred as Sgt fr Sgt Co B this Regt RO 7 Jan 25/16.

(c) Transferred as Pvt fr Sgt Co B this Regt RO 8 Jan 27/16. O recd at station of Sol Jan 30/16.

(*d*) Date of receipt of order at station where soldier is serving is the date the transfer takes effect. If the transfer of a soldier from one organization to another changes his rate of pay, the date of the receipt of the order at the post where he is serving must always be shown.

37. Transportation

Due US $20 for trans fr New York City to Ft Snelling Minn furnished by Capt Doe Q M T/R No 7565 Feb 1/16.

300. AUTHORIZED ABBREVIATIONS

38. The following abbreviations cover most of the names, grades, or terms commonly used in the preparation of pay rolls, and under no circumstances will any other abbreviations be used for those stated below:

Branches of the service:

Cavalry—Cav
Coast Artillery—CA
Dental Corps—DC
Engineers—Engrs
Field Artillery—FA
Infantry—Inf
Medical Corps—MC
Medical Department—Med Dept.
Medical Reserve Corps—MRC
Ordnance Department—Ord Dept
Philippine Scouts—PS
Porto Rico Regiment of Infantry—PRRI
Quartermaster Corps—QMC
Signal Corps—Sig Cps
Veterinary Corps—VC

Departments, etc.:

Eastern Department—E Dept
Central Department—C Dept
Hawaiian Department—H Dept
Philippine Department—P Dept
Southern Department—S Dept
Western Department—West Dept
War Department—WD
Coast Defenses—C Def
District—Dist
Divisions—Div

Grades, etc.:

Company—
Artificer—Art
Chief Mechanic—Ch Mec
Cook—Ck
Corporal—Corp
Farrier—Far
First Sergeant—1st Sgt
Horseshoer—Hs
Mechanic—Mec
Mess Sergeant—Mess Sgt

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Musician—Mus
Private—Pvt
Private, first class—Pvt 1cl
Saddler—Sad
Sergeant—Sgt
Sergeant Major——Sgt Maj
Stable Sergeant—Stab Sgt
Supply Sergeant—Sup Sgt
Wagoner—Wag

Battalion, Squadron, and Regimental—
Battalion (Squadron) Supply Sergeant—Bn (Sq) Sup Sgt
Battalion (Squadron) Sergeant Major—Bn (Sq) Sgt Maj
Color Sergeant—Col Sgt
Regimental Supply Sergeant—Regtl Sup Sgt
Regimental Sergeant Major—Regtl Sgt Maj

Miscellaneous—
Assistant Engineer—Asst Engr
Casemate Electrician—Cm Elec
Chief Loader—Ch Load
Chief Planter—Ch Plan
Coxswain—Coxn
Electrician Sergeant, first class—Elec Sgt 1cl
Electrician Sergeant, second class—Elec Sgt 2cl
Engineer—Engr
Expert Rifleman—ER
Fireman—Fm
First-class Gunner—1cl Gun
First-class Sergeant—1cl Sgt
Gun Commander—Gn Comdr
Gun Pointer—Gn Ptr
Hospital Sergeant—Hosp Sgt
Marksman—Mm
Master Electrician—Mr Elec
Master Engineer, junior grade—Mr Engr jr gr
Master Engineer, senior grade—Mr Engr sr gr
Master Gunner—Mr Gun
Master Hospital Sergeant—Mr Hosp Sgt
Master Signal Electrician—Mr Sig Elec
Observer, first class—Obs 1cl
Observer, second class—Obs 2cl
Plotter—Plot
Quartermaster Sergeant—QM Sgt

Quartermaster Sergeant, senior grade—QM Sgt sr gr
Second-class Gunner—2cl Gun
Sergeant Major, senior grade—Sgt Maj sr gr
Sergeant Major, junior grade—Sgt Maj jr gr
Sergeant, first-class—Sgt 1cl
Sharpshooter—Ss

Months:

January—Jan
February—Feb
March—Mch
April—Apr
August—Aug
September—Sep
October—Oct
November—Nov
December—Dec

Orders:

Battery orders—O
Company orders—O
Current Series—Cs
Field Orders—FO
General Orders—GO
General Orders, Coast Defenses—GO C Def
General Orders, Post—GOP
Regimental Orders—RO
Special Orders—SO
Special Orders, Coast Defenses—SO C Def
Special Orders, Post—SOP
Troop Orders—O
Verbal Orders, Battery Commander—VOBC
Verbal Orders, Company Commander—VOCC
Verbal Orders, Post Commander—VOPC
Verbal Orders, Regimental Commander—VORC
Verbal Orders, Troop Commander—VOTC

Organizations:

Battalion—Bn
Battery—Btry
Company—Co
Headquarters Company—Hq Co
Machine Gun Company—MG Co
Noncommissioned Staff—NCS

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Noncommissioned Staff, Coast Artillery—NCSCA
Post Noncommissioned Staff—PNCS
Regiment—Regt
Squadron—Sq
Supply Company—Sup Co
Troop—Tr

Titles, designations, and officers:

Adjutant General—AG
Adjutant General's Office—AGO
Captain—Capt
Colonel—Col
Lieutenant—Lt
Lieutenant Colonel—Lt Col
Major—Maj
Quartermaster—QM
Quartermaster General—QMG
Quartermaster General's Office—QMGO
The Adjutant General, U S. Army—AGA

Miscellaneous:

Absent without leave—Awol
Allotted—Alot
Allotment—Almt
Appointed—Aptd
Appointment—Apmt
Article of War—AW
Artillery District—ADist
Assistant—Asst
Barracks—Bks
Cent(s)—¢
Certificate of merit—CofM
Civil authorities, in hands of—In hands CAuth.
Classification—Class
Clothing—Clo
Clothing and garrison equipage—C&GE
Commanding—Comdg
Commutation—Com
Descriptive list—DL
Department—Dept
Deposits—Deps
Detached service—DS
Detachment—Det

Discharge / Discharged } Disch
Discontinued—Discontd
Enlistment—Enl
Extra duty—ED
Expiration of term of service—ETS
Fort—Ft
From—fr
Garrison court-martial—Gar CM
General court-martial—GCM
Hawaiian Islands—HI
Headquarters—Hq
Hospital—Hosp
Inclusive—Inc
Indorsement—Ind
Line of duty—LD
Month(s)—mo(s)
Ordnance—Ord
Panama Canal Zone—Pan CZ
Paid—Pd
Paragraph—Par
Philippine Islands—PI
Post Exchange—PE
Post Hospital—PH
Post laundry—PL
Qualification—Qual
Quarters—Qrs
Reappointed—Reaptd
Reduced—Rd
Received—Recd
Reenlistment—Reenl
Regimental—Regtl
Regular supplies—RS
Relieved—Reld
Requalified—Requal
Same date—sd
Sentence of summary court—Sent SC
Sentenced—Sentd
Soldier—Sol
Special Court-martial—Sp CM
Special duty—SD
Submarine mine property—SMP

Subsistence—Sub
Summary court—SC
Surgeon's certificate of disability—SCD
Switchboard operator—SbO
Transportation—Trans
Transportation Request—TR
United States—US
United States Army—USA
Voucher—Vou
Warrant—Wrnt

301. Extra duty as switchboard operator or for employment in Alaska on Washington-Alaska military cable and telegraph system. The following is from Par. I, G. O. 59, W. D., 1915:

When an enlisted man is employed on extra duty for not less than ten days as clerk in the office of a coast defense artillery engineer or a coast defense ordnance officer, as switchboard operator at a seacoast fortification, or interior post, or an enlisted man of the line of the Army or of the Signal Corps employed on extra duty in Alaska on the Washington-Alaska military cable and telegraph system, he is entitled to extra duty pay and the following will govern in the preparation of pay rolls:

(a) When an enlisted man is first detailed on extra duty, or while in the performance of extra duty he is discharged and reënlisted on the next day after discharge and his detail is continued under his new enlistment, the first pay roll on which he is mustered for extra-duty pay, and subsequent pay rolls until paid, will recite in the column of remarks the nature of the extra duty, the number, date, and source of the order announcing his detail, the dates of the beginning and ending of the time for which so employed during the period covered by the muster and the number of days for which he has actually performed the extra duty. The number, date, and source of the order is not required to be cited on the pay rolls subsequent to those named above. In case of the relief of an enlisted man from extra duty the pay roll for the month in which relieved should state the number, date, and source of the order announcing his relief. If the period employed on extra duty during the period covered by the pay roll is less than ten days the remarks on the pay roll will show whether the soldier has performed such duty for 10 or more days under the same detail. When extra duty is actually performed on Sundays or holidays the fact will be specifically stated on the pay rolls.

(b) The following examples indicate the remarks to be placed on the pay roll in the usual cases: "Clerk, office coast defense artillery engineer,

July 1 to 31, 1915, 27 days, worked 1 holiday"; "Switchboard operator, July 1 to 31, 1915, 31 days worked 4 Sundays and 1 holiday"; "Employed on extra duty on Washington-Alaska military cable and telegraph system, July 1 to 31, 1915, 31 days, worked 4 Sundays and 1 holiday." In the cases described in paragraph (a), above, the pay rolls will show the information required by such paragraph in addition to that indicated by the above examples.

301 (contd.)

Page 2.

PAY ROLL OF Co. "A", 24th Inf., from Aug. 1, 1911, to Aug. 31, 1911.
(Organization.) (Regiment or Corps.)

NAMES, PRESENT AND ABSENT, AND RANK.	WHEN ENLISTED.	DISTANCE TRAVEL.	REMARKS.
1 1st SERGEANT			
2 Davis, John	May 1/10	5	Aptd 1st Sgt fr Sgt.CO.5,Aug.8/11.
3 SUPPLY SERGEANT			
4 Smith, Frank J.	Dec.13/09	3	Ss July 6/10.
5 MESS SERGEANT			
6 Simmons, Andrew H.	July 6/11	7	C.of M.
7 SERGEANTS			
8 Anderson, Nicholas	Sept.4/10	4	Aptd Sgt fr Corp.RO, 7,Aug.5/11.
9 Wilson, Samuel D.	Mch.16/11	6	Last pd to June 30/11 by Capt.Doe.
10 CORPORALS			
11 Benton, Richard S.	Feb.7/09	2	Due US: Ord.65¢.
12 Williams, James K.	Nov.18/10	3	Aptd Corp fr Pvt RO 12,Aug.14/11.
13 MECHANIC			
14 Billings, George	Feb.15/11	1	In hands CAuth fr Aug.10 to 18/11.
15			Convicted.
16 COOKS			
17 Martin, Jacob M.	Dec.5/09	6	Stop 10 days' pay.SC.Aug.8/11.
18 BUGLERS			
19 Gotch, Herbert S.	July 5/09	5	AWOL Aug.5 to 9/11.
20 PRIVATES, 1ST CLASS			
21 Anderson, James	Sept.4/10	4	
22 PRIVATES			
23 Andrews, Thos. H.	Mch.12/11	6	Mm July 6/10.
24			
25			

	NAMES, PRESENT AND ABSENT, AND RANK.	WHEN ENLISTED.	ENLISTMENT PERIOD.	REMARKS.
1	LOSSES			
2	DISCHARGED.			
3	SERGEANT			
4	Atkins, Thomas J.	Aug.7/08	3	Honorably disch Aug.6/11,per ETS.
5	TRANSFERRED			
6	CORPORAL			
7	Bancroft, Charles F.	Aug.10/10	1	Transferred to Co.A,25th Inf,Aug.21/
8				11,Par.2,SO.17,WD Aug.18/11
9	Harrison,Eli F.	Aug.9/08	2	Furloughed and transferred to the
10				Army Reserve Aug.6/11,per PSO.80,
11				Aug.6/11.
12	DIED.			
13	COOK			
14	Johnson, Clarence B.	Sep 7/10	2	Died at Ft.Jay,N.Y.,Aug.5/11.
15	RETIRED			
16	1st SERGEANT			
17	Griffith, Harry K.	Jan 15/09	9	Retired Aug.20/11,par 7,SO.232,WD,
18				Aug.16/11.
19	DESERTED			
20	PRIVATE			
21	Dickens, Henry M.	May 1/11	1	Deserted at Ft.Jay,N.Y.,Aug 3/11.
22				Due US:nothing.Due Sol:Clo.$2.25;
23				Deps $25. Last pd to June 30/11 by
24				Maj.Smith. No awol.
25				

CHAPTER XIX

ACTION TO BE TAKEN IN USUAL CASES

302. This chapter shows the action to be taken by all concerned, together with "models" of the reports and other papers to be prepared, in the case of death, desertion, discharge, transfer, escape of prisoners, fire, and all other occurrences that are usual in post and company administration.

303. Damage to or destruction of public building. Action by—

POST COMMANDER:

1. Report to The Adjutant General of the Army (and, in certain cases to department headquarters, Philippine and Hawaiian departments).
2. Report to Department Commander.
3. Board of officers.
4. Report of the board.

1. *Report to The Adjutant General of the Army (and, in certain cases to department headquarters, Philippine and Hawaiian Departments).* Whenever a public building at a military post or station is destroyed or seriously damaged by fire, storm, or other natural cause, make immediate report by telegraph directly to The Adjutant General of the Army (in the Philippine and Hawaiian Departments to the Department Commanders), stating the numerical or other designation of the building and the date and cause of the destruction or damage. (A. R. 709.)

"Model" form of telegram

The Adjutant General,
Washington, D. C.
(or,
Commanding General,
Manila, P. I.)
Guard house (or, building eighty-eight) damaged (or, destroyed) by fire today.

HALL,
Commanding.

2. *Report to Department Commander.* In the United States the above report is also made to the Department Commander if the post or station is under his command. (A. R. 709.)

3. *Board of Officers.* Convene a board of officers to report upon the estimated damage and the cost of repairs or reconstruction. If the destruction or damage is not due to natural causes, the board will make a thorough investigation with a view to fixing the responsibility for the

damage or destruction and make such recommendations in the case as may be necessary. (For "model" order convening board, see Par. 128-l.)

4. *Report of the board.* Report of the board will be forwarded through military channels to The Adjutant General of the Army. (A. R. 709.)

NOTES

1. Where a public building, not located at a military post, is damaged or destroyed, the board of officers will be appointed in orders from the officer of The Adjutant General of the Army, except in the Philippine and Hawaiian Departments, where the board will be appointed by the department commander. (A. R. 709.)

2. When the destruction or damage occurs at a general depot of supply, a general hospital, or an arsenal or armory or involves a building owned or leased by the government and used for military purposes, but not located on a military reservation, the officer in charge will make a telegraphic report to the head of the staff bureau of the War Department to which the building pertains, and will make a like report by telegraph to The Adjutant General of the Army. (A. R. 709.)

304. Death of civilian employe. Action by—

(a) COMMANDING OFFICER:
1. Report to The Adjutant General of the Army.
2. Disposal of remains.
3. Designation, in certain cases, of a summary court-martial to investigate the death.

(b) SENIOR MEDICAL OFFICER:
1. Report to commanding officer.
2. Disposal of effects.
3. Claim made within three years for proceeds.

(c) QUARTERMASTER, IF DEATH WAS DUE TO INJURY:
1. Report to Quartermaster General in case of death due to injury.

(a) COMMANDING OFFICER

1. *Report to The Adjutant General of the Army.* When a civilian employe dies in a post or station, or with a command in the field, report to The Adjutant General of the Army will be submitted direct on Form 415, A. G. O. (G. O. 67, 1910.)

2. *Disposal of remains.* Necessary steps will be taken for interment or other disposal of remains. (G. O. 67, 1910.)

3. *Designation, in certain cases, of a summary court-martial to investigate the death* [illegible] or other place garrisoned

by the military forces of the United States and under the exclusive jurisdiction of the United States, any person shall have been found dead under circumstances which appear to require investigation, the commanding officer will designate and direct a summary court-martial to investigate the circumstances attending the death. (112th Article of War.) For form of report, see par. 354.

(b) SENIOR MEDICAL OFFICER

1. *Report to Commanding Officer.* Report immediately to the commanding officer, in writing, the name of deceased; the department and capacity in which employed; the date, time, place, and cause of death; and the present location of body. (G. O. 67, 1910, and Par. 218, M. M. D.)

2. *Disposal of effects.* The effects of a civilian dying in a hospital will be delivered to his legal representative, if claimed within a reasonable time. If not claimed within a reasonable time, they will be sold by the hospital council and the proceeds taken up and accounted for with the hospital fund. However, watches, trinkets, personal papers, and keepsakes will not be disposed of as long as there is a fair prospect of their being claimed by the legal representative. (Par. 226, M. M. D.)

(Note. The 112th Article of War prescribes how the effects of "any person subject to military law" shall be disposed of. Therefore, in the case of a civilian subject to military law the provisions of the 112th Article of War should govern. That is to say, the effects should be disposed of as in the case of a deceased soldier, par. 306.—Author.)

3. *Claim made within three years for proceeds.* Should claim for proceeds be made within three years after disposal of effects, the same may, on the authority of the Surgeon General, be paid over to the legal representative of the deceased. (Par. 226, M. M. D.)

4. *Report to Director of the Census.* Report death to The Director of the Census, Washington, D. C. (Form U. S. No. 98.) (Par. 401, Med. Dept. Manual.)

(c) QUARTERMASTER, IF DEATH WAS DUE TO INJURY

Report to Quartermaster General in case of death due to injury. If death results from injury sustained in line of duty, submit within 15 days from date of death, to the Quartermaster General of the Army, report on C. A. Form 3a. (Page 102, Cir. 12, Q. M. G. O., 1916.)

305. Death of officer. Action by—

(a) IMMEDIATE COMMANDER:

1. Telegraphing nearest relative about disposal of remains.
2. Report to The Adjutant General of the Army.
3. Report to brigade, coast artillery district, and department commanders.

4. Inventory of effects.
5. List of effects to nearest relative.
6. Appointment of board of officers in certain cases.
7. Report and disposal of remains.
8. Sale of effects, if not claimed in reasonable time.
9. Designation, in certain cases, of a summary court-martial to investigate the death.

(b) SENIOR MEDICAL OFFICER:

1. Report to commanding officer.
2. Notification to embalmer.

(c) QUARTERMASTER:

1. Employment of undertaker.
2. Report to the Quartermaster General.

(a) IMMEDIATE COMMANDER

1. *Telegraphing nearest relative about disposal of remains.* When death occurs in the United States or Alaska and early shipment is practicable, the remains will be prepared for shipment and the nearest relative notified by telegraph with request to reply by telegraph, stating whether they desire the remains shipped home at Government expense, and if so to designate destination and name of person to whom remains are to be consigned. (A. R. 87.)

"Model" form of telegram

Captain John R. Smith died today of typhoid pneumonia. Please wire immediately whether you wish remains shipped home at Government expense. If so, state name and address of person to whom remains are to be shipped.

J. R. JONES,
Colonel.

"Model" telegram to consignee, in case of shipment of remains

Remains of Captain John R. Smith leave eight P. M. today via Pennsylvania Railroad; due Washington one thirty A. M. tomorrow.

J. R. JONES,
Colonel.

2. *Report to The Adjutant General of the Army.* Report without delay, by telegraph, to The Adjutant General of the Army, giving place, cause, day, and hour of death, and if officer was on the active list report must show whether or not his death was from wounds or disease contracted in line of duty and whether the result of his own misconduct. (A. R. 83.)

305 (contd.)

"Model" form of report

The Adjutant General,
Washington, D. C.

Captain John R. Smith, thirty-first infantry, died in post hospital at eleven thirty-one P. M., March sixth. Typhoid pneumonia in line of duty, not the result of his own misconduct.

JONES,
Commanding.

NOTE

In the case of the death of a retired officer, the medical officer, if one be present, or any officer having cognizance of the fact, will make the above report. (A. R. 83.)

3. *Report to brigade, coast artillery district, and department commanders.* The same telegraphic report is submitted to the brigade, coast artillery district, and department commanders. (A. R. 83.)

NOTE

In the case of the death of an officer who has no immediate commander, the medical officer, if one be present, or any officer having cognizance of the fact, will make the above reports. (A. R. 83.)

4. *Inventory of effects.* Inventories in duplicate of the effects of deceased officers, as required by the 112th Article of War, will be transmitted to The Adjutant General of the Army. If legal representatives take possession of the effects, the fact will be stated in the inventory. (A. R. 84.) The commanding officer directs a summary court to secure the effects, and presumably to make the inventory. (See 112th Article of War.)

NOTE

The regulations do not prescribe the use of any blank form for making the inventory of effects of an officer, although the *inference* is that Form No. 34, A. G. O., which is used in the case of deceased soldiers, shall be used. However, if the effects are numerous, they may be listed on letter or other paper and headed, for instance, "INVENTORY OF THE EFFECTS OF THE LATE CAPT. JOHN R. SMITH, 31ST INFANTRY, WHO DIED AT MADISON BARRACKS, N. Y., MARCH 6, 1915."

5. *List of effects to nearest relative.* If no legal representative is present to claim the effects, a list of them must be sent to the nearest relative, and if not claimed within a reasonable time, they will be sold at auction and accounted for as in the case of deceased soldiers. (See A. R. 163.) Swords, watches, personal trinkets, papers, and similar articles will be

abeled with the name, rank, regiment, and date of death of owner and sent directly to The Adjutant General of the Army. (A. R. 85.)

6. *Appointment of board of officers in certain cases.* If officer was in charge of public property or funds, appoint a board of officers, three when practicable, to inventory the same and make return therefor. (A. R. 86.)

NOTE

If the officer's death was due to natural causes and a medical officer is present, it is neither customary nor desirable to appoint a board of officers to report upon cause of death, and whether or not it was from wounds or disease not in line of duty and the result of his own misconduct. However, in case of death not due to natural causes a board should be appointed to ascertain and report upon the questions above stated and all other facts pertinent to the case, the proceedings being forwarded directly to The Adjutant General of the Army.—Author.

7. *Report and disposal of remains.* Make to The Adjutant General of the Army, on Form 415, A. G. O., report of death and disposal of remains. (A. R. 87; G. O. 67, 1910.)

8. *Sale of effects, if not claimed in reasonable time.* If the effects are not claimed by relatives or legal representatives within a reasonable time, they will be sold by a summary court, not earlier than 30 days after death, as in the case of a soldier. (A. R. 85 and 163.)

9. *Designation, in certain cases, of a summary court-martial to investigate the death.* When at any post, fort, camp, or other place garrisoned by the military forces of the United States and under the exclusive jurisdiction of the United States, any person shall have been found dead under circumstances which appear to require investigation, the commanding officer will designate and direct a summary court-martial to investigate the circumstances attending the death. (112th Article of War.) For form of report, see par. 354.

(b) SENIOR MEDICAL OFFICER

1. *Report to Commanding Officer.* Report in writing to the commanding officer, the name, rank, and organization of the deceased; the date, time, place, and cause of death, and the present location of the body. (Par. 218, M. M. D.; G. O. 67, 1910.)

"Model" form of report

To: Commanding Officer.

Subject: Death of Captain John R. Smith, 31st Inf.

1. Captain John R. Smith, 31st Inf., died in the post hospital at 11:31 P. M., March 6, 1915, of typhoid pneumonia.

2. Death was from disease contracted in line of duty, and was not the result of his own misconduct.

3. The body is at present in the hands of Jacob Templeton, Undertaker, 342 Queens Avenue, New York City (or, the body is at present at the post hospital).

J. T. PERKINS,
Major, Medical Corps.

2. *Notification to embalmer.* If death occurred at the hospital, promptly notify the embalmer employed under contract, if his services are required, and see that the remains are prepared properly and in accordance with sanitary regulations. (A. R. 87.)

NOTE

If there should be no contract embalmer, the duty of employing an undertaker devolves upon the quartermaster; but no undertaker will be employed whom the surgeon considers not competent. (A. R. 87.)

(c) QUARTERMASTER:

1. *Employment of undertaker.* If there is no contract embalmer, employ an undertaker, but no undertaker will be employed whom the surgeon considers not competent. (A. R. 87.)

2. *Report to the Quartermaster General.* Submit without delay, directly to the Quartermaster General of the Army, a written report of the disposal of the remains with an itemized statement of the cost of embalming, coffin or casket, hire of hearse, and transportation. (A. R. 87.)

306. Death of soldier. Action by—

(a) ORGANIZATION COMMANDER:

1. Telegraphing nearest relative about disposal of remains.
2. Effects and inventory.
3. Allotment.
4. Final statement.
5. Report of death, if there is no medical officer with command.
6. Notification to nearest relative.
7. Effects claimed by legal representative.

(b) POST COMMANDER:

1. Report of death and disposal of remains.
2. Directing a summary court to secure the effects, if not claimed.
3. Investigation by summary court when circumstances require investigation.
4. Appointment of board in case of death from other than natural causes.

(c) SENIOR MEDICAL OFFICER:

1. Report in writing to commanding officer.
2. Notifying embalmer.
3. Report of death to The Adjutant General.

(d) SUMMARY COURT:

1. Investigation of death when ordered by commanding officer.
2. Securing effects when ordered.
3. Selling the effects.
4. Disposition of watches, trinkets, etc.
5. Depositing proceeds.
6. Report of proceeds to The Adjutant General.

(e) QUARTERMASTER:

1. Employment of undertaker.
2. Report to the Quartermaster General.

(a) ORGANIZATION COMMANDER:

1. *Telegraphing nearest relative about disposal of remains.*

When death occurs in the United States or Alaska and early shipment is practicable, the remains will be prepared for shipment and the nearest relative notified by telegraph with request to reply by telegraph, stating whether they desire the remains shipped home at Government expense, and if so to designate destination and name of person to whom remains are to be consigned. (A. R. 167.)

"Model" form of telegram

Pvt. John A. Smith died today. Full report follows by mail. Please wire immediately whether you wish remains shipped home at Government expense. If so, state full name and address of person to whom remains are to be shipped.

JONES,
Captain.

"Model for of telegram to consignee, in case of shipment of remains

Remains of Pvt. John A. Smith leave eight P. M., today via Pennsylvania Railroad; due Washington one-thirty A. M., tomorrow.

J. R. JONES,
Captain.

2. *Effects and inventory.* Secure the effects of soldier and prepare in duplicate inv[illegible] O. (A. R. 162 and 162½-e.)

NOTES

(a) In making the report of the Inventory of Effects of the deceased, be sure to forward TWO ORIGINAL copies. A carbon copy can be retained as a company record, but carbon copies are not to be forwarded to The Adjutant General of the Army. (Cir. 41, 1910.)

(b) In the case of shipment of remains, the Inventory of Effects should show the name and the street address of the person to whom shipped.

3. *Allotment.* In case of allotment, report as expeditiously as possible to the Quartermaster General, or in the Philippine or Hawaiian Departments, to the department adjutant, the name of the deceased. (A. R. 1350.)

"Model" form of report

To: Quartermaster General.

Subject: Allotment in case of the late Pvt. John R. Jones.

In compliance with A. R. 1350, I would report that Pvt. John R. Jones, Co. "A," st Inf., who has an allotment of $15 per month for 12 months, commencing May 1, 1915, died October 15, 1915.

4. *Final Statement.* Prepare one final statement on Form 370, W. D. (A. R. 162.) (For "model" of final statement, see page 261.)

5. *Report of death, if there is no medical officer with command.* If there is no medical officer with the command, the soldier's immediate commanding officer will forward to The Adjutant General of the Army, without delay, through military channels, a report showing (1) cause of death, (2) whether or not death occurred in line of duty, and (3) whether death was or was not the result of the soldier's own misconduct. (A. R. 162½-b.)

"Model"

From: C. O., Co. "A," 1st Inf.

To: The Adjutant General of the Army.

Subject: Death of Pvt. John Smith.

1. I would report the death of Pvt. John Smith, of this company, at this post, on March 12, 1917, of typhoid-pneumonia.

2. Death occurred in line of duty and was not the result of the soldier's misconduct.

JAS. A. ROSS,
Capt., 1st Inf.

6. *Notification to nearest relative.* Notify nearest relative of the fact of death. (A. R. 162.)

"Model" form of letter

To: Mr. Henry J. Jones, 1415 2nd St., Fort Madison, Iowa.
Subject: Death of Pvt. John Smith.

1. I would say that about 11:20 A. M., Aug. 28/15, Pvt. John Smith, of this company, was accidentally drowned under the following circumstances:

He was standing alone on a wall fishing in the Gatun Spillway, about 1,400 yards from the company barracks. All at once he was seen to drop into the river, some 20 feet below, the supposition being that the sudden pull of a large tarpon on the line caused him to lose his balance. Soon after falling into the river, he came to the surface and tried to save himself but was carried down the river by a very swift current for about 75 yards, when he sank and disappeared for good.

2. Efforts to recover the body were made at once, and continued until it was found, Aug. 30, in a badly mutilated condition, due to the action of fish and alligators. The body was buried with military honors in the Cemetery at Corozal on Aug. 31.

3. Should the effects of Pvt. Smith, consisting of uniforms, underwear, etc., not be claimed within a reasonable time by his legal representative, they will be sold and the proceeds deposited with a paymaster.

4. Pvt. Smith's personal papers, trinkets, etc., have been forwarded to the Auditor for the War Department for the benefit of those legally entitled to them.

5. Application by his legal representative for his personal papers, trinkets, arrears of pay, proceeds of sale of effects (if any), and the six months' pay to which the soldier's estate is entitled, if it is decided by the War Department that his death was in the line of duty and through no fault or misconduct of his own, should be made direct to the Auditor for the War Department, Washington, D. C.

6. Pvt. Smith was an excellent soldier, who was universally liked by his officers and his fellow-soldiers, and his unfortunate death is a source of genuine sorrow to all of us.

7. *Effects claimed by legal representative.* Officers charged with the care and custody of the effects of deceased soldiers are required under the 112th Article of War to deliver the same to the legal representative or widow of the deceased, and to forward the receipts therefor to The Adjutant General of the Army. (A. R. 163.) It is customary to obtain receipts in duplicate, forwarding one to The Adjutant General and filing the other with the company rec

306 (contd.)

(b) POST COMMANDER

1. *Report of death and disposal of remains.* The post commander will render to The Adjutant General of the Army, on Form 415, A. G. O., a report of death and disposal of remains. (A. R. 162½-a; 167.)

NOTE

In case of shipment of remains, the Report of Death and Disposal of Remains should show the name and street address of the person to whom shipped.

2. *Directing a summary court to secure the effects, if not claimed.* If the effects are not turned over to the legal representative or widow of the deceased, the commanding officer will direct a summary court to secure all such effects. (112th Article of War.)

3. *Investigation by summary court when circumstances require investigation.* When at any post, fort, camp, or other place garrisoned by the military forces of the United States and under the exclusive jurisdiction of the United States, any person shall have been found dead under circumstances which appear to require investigation, the commanding officer will designate and direct a summary court-martial to investigate the circumstances attending the death; and for this purpose, such summary court-martial shall have power to summon witnesses and examine them upon oath. He shall promptly transmit to the post or other commander a report of his investigation and of his findings as to the cause of the death. (112th Article of War.) The report will be filed at the headquarters of the post or station at which death occurred. (A. R. 162½.)

For form of report see, par. 354, "Report of inquest."

4. *Appointment of board in case of death from other than natural causes.* In case of the death of a soldier from other than natural causes, the commanding officer will appoint a board of officers to investigate the same. The testimony of all witnesses will be recorded and incorporated in the proceedings of the board. If the witnesses are not available to appear before the board, certificates of officers and affidavits of enlisted men and civilians will be obtained and appended to the proceedings. The findings of the board will include a statement embodying (1) the date, place and cause of death, (2) the manner or circumstances under which it occurred, (3) whether or not death was in line of duty, and (4) whether it was or was not the result of the soldier's own misconduct. (A. R. 162½-d.)

For "model" proceedings of a board, see par. 343-a.

For "model" order convening board, see par. 128 (a).

(c) SENIOR MEDICAL OFFICER:

1. *Report to commanding officer.* Report in writing to the commanding officer the name, rank, and organization of the deceased; the date, time, place, and cause of death; and the present location of the body. (G. O. 67, 1910; Par. 218, M. M. D.)

"Model" form of report

To: Commanding Officer.
Subject. Death of Pvt. John Smith.

1. Pvt. John Smith, Co. "C," 69th Inf., died in the post hospital at 11:30 P. M., March 6, 1915, of typhoid pneumonia.

2. Death was from disease contracted in line of duty, and was not the result of his own misconduct.

3. The body is at present in the hands of C. P. Holland, Undertaker, 1347 2nd Avenue, Seattle, Washington (or, the body is at present at the post hospital).

F. E. PERRY,
Major, Medical Corps.

2. *Notifying embalmer.* When death occurs at the hospital, the surgeon will promptly notify the embalmer employed under contract, if such services are required and will see that the remains are prepared properly and in accordance with sanitary regulations. (A. R. 167.)

3. *Report of death to The Adjutant General.* If there is a medical officer with the command, he will forward without delay, through military channels, to The Adjutant General of the Army a report embodying (1) cause of death, (2) whether or not death occurred in line of duty, and (3) whether death was or was not the result of the soldier's own misconduct. (A. R. 162½-b.)

For "model" report, see section 5, above, under, "Organization Commander."

(d) SUMMARY COURT

1. *Investigation of death when ordered by commanding officer.* When directed by the commanding officer, the summary court will investigate the circumstances of the death, as prescribed by the 112th Article of War. See section 2, above, under, "(b) POST COMMANDER."

2. *Securing the effects when ordered.* The 112th Article of War provides that, if the effects are not turned over to the legal representative or widow of the deceased, the commanding officer shall direct a summary court to secure

This ion of the author, mean that the summary
f the effects, keeping them in his personal

possession. It means that he shall assume responsibility for the security of the effects, satisfying himself that they are secure. In practice, the effects naturally and logically remain in the possession of the company commander, from whom the summary court, if he so desires, might get a receipt.

3. *Selling the effects.* Should the effects of a deceased person not be claimed within a reasonable period of time, they will be converted into cash by the summary court, not earlier than 30 days after the date of death. (A. R. 163.)

Notes

1. *When the effects are sold.* It is customary for the effects to be sold the day after a pay day, as the soldiers then have money with which to make purchases.

2. *Manner of selling.* The effects are always sold at auction, the auctioneer usually being some noncommissioned officer of the company of the deceased, preferably one who has the qualities of an auctioneer.

3. *All articles to be sold. All* the articles enumerated on the Inventory of Effects should be sold, bunching them into lots, if necessary, in order to dispose of *all* of them. To sell everything but one or two articles merely complicates matters, without answering any useful purpose.

4. *Disposition of watches, trinkets, etc.* When the effects are converted into cash, watches, trinkets, personal papers, and keepsakes will not be sold, but will be labeled with the name, grade, and organization of the owner, and sent directly to The Adjutant General of the Army. Clothing effects will not be sent to The Adjutant General. (A. R. 163.)

"Model" letter transmitting watches, trinkets, etc.

From: Major Henry J. Morgan.
To: The Adjutant General of the Army.
Subject: Personal effects of Pvt. John Smith.

In compliance with A. R. 163, I am sending herewith the following personal effects of the late Private John Smith, of this company:

2 bundles of letters.
1 envelope containing two discharge certificates.
1 bundle of photographs.

(Note: Each bundle to be plainly labeled with contents, name, rank, and organization of deceased.) (A. R. 163.)

5. *Depositing proceeds.* The proceeds of the sale of the effects, with any cash belonging to the deceased, will be deposited with a quartermaster of the Army. Duplicate receipts showing clearly the nature of the dep

will be taken, one of which, accompanied by a detailed statement of the proceeds, will be sent to The Adjutant General of the Army and the other retained with the appropriate records. (A. R. 163 and 164.)

"Model" letter depositing proceeds

From: Major Henry J. Morgan, 1st Inf.
To: Quartermaster, Ft. Jay, N. Y.
Subject: Proceeds of sale of effects of the late Pvt. John Smith.

1. To be deposited to the credit of the United States, inclosed please find my check for $20.50, being the amount realized from the sale of the effects of the late Pvt. John Smith, Co. "A," 1st Inf.

2. Please send me receipt in duplicate. (A. R. 163.)

6. *Report of proceeds to The Adjutant General.* In all cases of sale of effects of deceased persons as contemplated by the one hundred and twelfth article of war a detailed statement of the proceeds, duly certified by the summary court, will accompany the quartermaster's receipt forwarded by the summary court to The Adjutant General of the Army. The statement will be indorsed:

Report of the proceeds of the effects of ———, who died at ———, the ——— day of ———. (A. R. 164.)

"Model" detailed statement of proceeds

REPORT OF THE PROCEEDS OF THE EFFECTS OF PVT. JOHN SMITH, CO "A," 1ST INF., WHO DIED AT CAMP GAILLARD, C. Z., THE 12TH DAY OF MAY, 1917.

The following amounts were realized from the sale of the effects of the late Pvt. John Smith, Co. "A," 1st Inf:

2 pair garrison shoes	$ 2.55
4 suits, cotton, O. D.	4.50
1 pair breeches	.50
2 shirts, O. D.	1.95
10 undershirts	2.00
1 bottle hair tonic 1 razor 1 hat, service	.85
Total	$12.35

HENRY J. MORGAN,
Major, 1st Inf.,
Summary Court.

[illegible]al is necessary.—Author.)

(e) QUARTERMASTER

1. *Employment of undertaker.* If there is no contract embalmer, the quartermaster will employ an undertaker, but no undertaker will be employed whom the surgeon considers incompetent. (A. R. 167.)

2. *Report to the Quartermaster General.* Submit without delay, directly to the Quartermaster General of the Army, a written report of the disposal of the remains, with an itemized statement of the cost of embalming, coffin or casket, hire of hearse, and transportation. (A. R. 167.)

307. Omitted.

308. Omitted.

309. Desertion. Action by—

(a) ORGANIZATION COMMANDER:

1. Loss of property.
2. Clothing abandoned.
3. Deserter's Descriptive List.
4. Allotment.
5. Deposits.

(b) POST COMMANDER:

1. Report to The Adjutant General of the Army.
2. Report to deserter's organization commander.
3. Deserter's Descriptive List.
4. Designation of summary court to dispose of effects.

(c) SUMMARY COURT:

1. Disposal of effects, except clothing.
2. Depositing proceeds.
3. Report of proceeds to The Adjutant General.

(a) ORGANIZATION COMMANDER

1. *Loss of property.* Ascertain whether any property has been carried away or lost through the desertion. If so, prepare survey reports and charge on the next pay rolls value of property determined by survey. (A. R. 116 and 687.)

2. *Clothing abandoned.* Turn over to the quartermaster the clothing abandoned, if any, with certificate showing its condition and name of deserter. (A. R. 117.)

"Model" form of certificate

To: Quartermaster, Camp Gaillard, C. Z.

Subject: Clothing of deserter Pvt. Edward Harris.

1. In compliance with paragraph 117 A. R., I transmit herewith the clothing abandoned by Pvt. Edward Harris, of this company, who deserted, Dec. 2/15:—

QUANTITY	ARTICLES	CONDITION
2	Pr. Breeches, cotton	Good
1	Coat, cotton, o. d.	Fair
1	Trousers, denim	Good
1	Leggins, pair	Good
1	Drawers, jean, pair	Poor
1	Shirt, o. d.	Good

2. Please acknowledge receipt of clothing on the carbon copy of letter herewith, and return same to me.

JAS. B. AXTON,
Capt., 75th Inf.
QUARTERMASTER.

Received the above clothing in the condition stated.

Capt. and Quartermaster, 29th Inf.

(Note.—send two copies of above letter to the quartermaster, who will return the carbon copy with the receipt thereon.)

3. *Deserter's Descriptive List.* Prepare for signature of post commander such number of descriptive lists (cards) (Form 95, A. G. O.) of the deserter as may be required by post headquarters. (A. R. 118.)

4. *Allotment.* In case of allotment report as expeditiously as possible to the Quartermaster General, or in the Philippine or Hawaiian Departments, to the Department Adjutant, the fact of desertion and name of deserter. (A. R. 1350.)

"Model" form of report

To: The Quartermaster General of the Army.

Subject: Allotment in case of deserter Edward Harris.

In compliance with A. R. 1350, I would report that Pvt. Edward Harris, Co. "A," 75th Inf., who has an allotment of $10 a m[illegible] Aug. 1/15, deserted D[illegible]

5. [illegible] ectly to Quartermaster G[illegible] R. 1361.)

309 (contd.)

"Model" form of report

To: The Quartermaster General of the Army.
Subject: Deposits in case of deserter Edward Harris.

In compliance with A. R. 1361, I would report that Pvt. Edward Harris, Co. "A," 75th Inf., who has deposits amounting to $50, deserted Dec. 2/15.

(b) POST COMMANDER

1. *Reports to The Adjutant General.*

(1) The commanding officer will promptly notify The Adjutant General of the Army, on the form provided for the purpose, of every desertion from his command, giving the full name, company, and regiment, with date of enlistment and date and place of desertion. (A. R. 119.)

(2) Except in Alaska and the insular possessions, the commanding officer will telegraph directly to The Adjutant General of the Army prompt notification of every desertion in his command. This telegraphic notification will not be required in that case under A. R. 119. (Par. 61, Compilation of General Orders, Circulars, and Bulletins, War Department.)

"Model" form of telegram

The Adjutant General,
Washington, D. C.

Edward Harris, Private, Co. "A," Fiftieth Infantry, enlisted July first, nineteen fifteen, deserted December second, nineteen sixteen, Fort Niagara, N. Y.

SMITH,
Commanding.

(Note.—Probably at ———, or "Probably going to ———," if known, should be added.—Par. 61, Compilation of General Orders, Circulars, and Bulletins, War Department.)

"Model" form of letter

(For reporting desertions in Alaska and insular possessions)

From: Commanding Officer
To: The Adjutant General of the Army.
Subject: Desertion of Pvt. John Smith.

In compliance with A. R. 119, I would report that Pvt. John Smith, Co. "A," 60th Inf., who was enlisted May 14, 1914, deserted June 22, 1915, at Fort Willam H. Seward, Alaska.

Note.—The requirements of paragraph 1, General Orders No. 208, War Department, Dec. 21, 1908, that desertions be reported by telegraph is applicable to cases of Reservist. (Letter Hq. East. Dept., Aug. 24/16.)

2. *Report to deserter's organization commander.* When a soldier deserts from a station other than that of his organization, the post commander will report the fact to the commanding officer of the soldier's organization, with date and place of desertion, and such additional data as he may possess requisite to the preparation of charges. If, however, a deserter whose company or detachment is stationed in Alaska or beyond the continental limits of the United States is received at a station within the United States, a similar report will also be made to the War Department. (A. R. 120.)

"Model" report

From: Commanding Officer.
To: C. O., Co. "A," 1st Inf.
Subject: Desertion of Pvt. John Smith.

I would report that Pvt. John Smith, Co. "A," 1st Inf., deserted at Madison Barracks, N. Y., July 4, 1915.

3. *Deserter's Descriptive List.* Cause a number of the descriptive lists (cards) of the deserter (Form 95, A. G. O.) to be prepared for distribution to marshals, sheriffs, police officers, and others. (A. R. 118.)

(Note.—In practice these deserter's cards are prepared by the company commander and sent to post headquarters for signature and distribution by the commanding officer.)

4. *Designation of summary court to dispose of effects.* Since A. R. 117 prescribes that the effects shall be disposed of as in the case of the unclaimed effects of deceased soldiers, it follows that the commanding officer must designate a summary court officer to dispose of them. However, before following this procedure, read carefully the NOTE under "(c) Summary Court," below.

(c) SUMMARY COURT.

1. *Disposal of effects, except clothing.* All other personal effects (that is, all personal effects except clothing) of a deserter will be disposed of as in the case of unclaimed effects of deceased soldiers,—i. e., they will be sold by a council of administration and the proceeds of the sale deposited with a quartermaster. (A. R. 117.)

NOTE. The author wishes to invite attention to the contradictory wording of the above paragraph of the Army Regulations, evidently due to the War Department's [illegible], through inadvertence, to change the wording [illegible] disposing of the effects of deceased

soldiers by means of councils of administration was superseded by the new method of having summary court officers dispose of them. The author is, therefore, at this time (June 10, 1917) assuming that the War Department contemplates that the effects other than clothing of deserters shall be disposed of as are at present the effects of deceased soldiers,—that is, by a summary court,—and consequently the subject as presented herein is based on that assumption. A. R. 117 will doubtlessly be changed as soon as its contradictory language is brought to the attention of the War Department, and it is, therefore, suggested that you first ascertain whether the paragraph has been changed and, if so, what the change is, before following the procedure given herein for disposing of the effects of deceased soldiers.

2. *Depositing proceeds.* Follow same procedure as in case of effects of a deceased soldier. See, "5. Depositing proceeds," under, "Summary Court," par. 306.

3. *Report of proceeds to The Adjutant General.* Follow same procedure as in the case of effects of a deceased soldier. See, "6. Report of proceeds to The Adjutant General," under, "Summary Court," par. 306.

310. Detaching of soldier from company. Action by—

ORGANIZATION COMMANDER:

1. *Service record.* (Form No. 29, A. G. O.) When an enlisted man is detached from his company, his service record will be forwarded by indorsement to his new commanding officer. When it can be avoided, the service record will not be entrusted to the soldier, but to an officer or noncommissioned officer under whose charge he may be, or it may be forwarded by mail. (A. R. 104.)

2. *Data to be included in indorsement.* Each indorsement will give the reason for the soldier's change of station or status, and his character, and will contain a full statement of his accounts at the time. Under the heading "Due United States" will be noted all authorized stoppages for loss of or damage to Government property or supplies; amounts due on account of allotment, post exchange, post laundry, tailor, company fund, or transportation; and stoppages, including detained pay, under sentence of a court-martial and on account of absence from duty because of disease resulting from the soldier's own intemperate use of drugs or alcoholic liquor, or other misconduct. In short, all information required to be entered on muster roll and pay roll will be incorporated in the indorsement on the service record, the wording of the indorsement conforming to model remarks for such rolls prescribed by the War Department.

3. *Record of court-martial.* When the service record of a soldier shows a sentence by court-martial, it will be accompanied by an authenticated copy of the record of summary court-martial, or by an official copy of the order promulgating sentence in case of conviction by a general or special court-martial.

4. *Changes in entries.* Erasures of entries on a service record are prohibited. All changes in original entries must be made by drawing lines through the entries and each change will be duly authenticated by the signature of the officer making it, the reason for the change being stated.

311. Discharge by purchase. Action by—

(a) APPLICANT:
1. Application.
2. Purchase price of discharge.

(b) ORGANIZATION COMMANDER:
1. Forward application.
2. Notification of discharge.
3. Deposit of money to be applied on purchase price and notification of deposit to the Quartermaster General.
4. Discharge and final statement.
5. Indebtedness to the United States.
6. Report of ordnance charges to quartermaster paying final statement.
7. Statement of charges to post ordnance officer.
8. Statement of charges to quartermaster.
9. Allotment.

(c) COMMANDING OFFICER:
1. Forwarding application.

(a) APPLICANT

1. *Application.* Submit to organization commander application setting forth reasons for desiring discharge. (G. O. 31/14.) See par. 65, for "Model" form of application.

2. *Purchase price of discharge.* If your credits with the government are not sufficient to cover the purchase price, deposit with your company commander enough money, which together with your credits, will equal the purchase price. (Par. I, G. O. 31/14.)

(b) ORGANIZATION COMMANDER

1. Forward application to post commander of the accounts of the applicant, giving a

311 (contd.)

complete statement of his service, with any other information that may be considered necessary in connection with the granting or withholding the privilege requested. (Par. I, G. O. 31/14.) See par. 65, for "Model" form of indorsement.

2. *Notification of discharge.* Upon receipt of order granting the discharge, and if there be no quartermaster at the post, send to the quartermaster to whom the soldier desires to apply for payment of final statement, a notification of discharge, made in the handwriting of the officer who prepares the final statement, stating the date of last payment to the soldier, and his credits and debits both in words and figures, and cause the soldier to affix his signature thereto. (A. R. 155.)

3. *Deposit of money to be applied on purchase price, and notification of deposit to the Quartermaster General.* If the soldier has deposited money with you to be applied toward the purchase price, prepare a deposit book stating amount of the deposit, and send the book, together with the money, to the quartermaster for deposit. Also send notification of deposit to the Quartermaster General on Form 8a, Q. M. C. (A. R. 1369.)

4. *Discharge and final statement.* Upon return of the deposit book by the quartermaster, discharge the soldier and furnish him a final statement, in duplicate, with notation of the deposit thereon. (A. R. 1369.)

5. *Indebtedness to United States.* Prior to the discharge of the soldier ascertain if he is indebted to the United States for any articles of government property, or if he is indebted to the post exchange, post laundry, tailor, company fund, etc., and if so, make proper notations on final statement in order that deductions can be made by the quartermaster paying the final statement. (Note on final statement.)

6. *Report of ordnance charges to quartermaster paying final statement.* If the soldier is indebted to the United States for ordnance property, prepare and forward to the quartermaster who pays the final statement, a report on Form 94, O. D., showing amount to be collected. (Instructions on form.)

7. *Statement of charges to post ordnance officer.* Prepare in duplicate, statement of charges on Form 86, O. D., covering articles of ordnance property, if any, charged against the soldier on his final statement, and send both copies to the post ordnance officer, or designated ordnance supply officer for replacement of articles noted thereon. (Instructions on form.)

8. *Statement of charges to quartermaster.* Prepare in duplicate, statement of charges on Form 208 Q. M. C., covering articles of quartermaster property, if any, charged against the soldier on his final statement, and send both copies to the quartermaster.

9. *Allotment.* If soldier has an allotment, notify Quartermaster General, or in the Philippine and Hawaiian Departments, the department commander. (A. R. 1350.) For form of report, see par. (a)-6, in case of deserter.

(c) COMMANDING OFFICER

1. *Forwarding application.* Forward the application to the department commander, with proper recommendation. (A. R. 786 & 139.)

312. Discharge on Certificate of Disability. Action by—

(a) SURGEON:
1. Report to commanding officer.
2. Information to soldier's organization commander.
3. Letter to Surgeon General.

(b) ORGANIZATION COMMANDER:
1. Certificate of disability for discharge.

(c) POST COMMANDER:
1. Appointment of board of officers.
2. Papers to be forwarded to department commander.
3. Notification of discharge to surgeon.
4. Certificate of disability for discharge forwarded to The Adjutant General of the Army.

(a) SURGEON

1. *Report to commanding officer.* Report case to the commanding officer with request that a board of officers be appointed to make the examination required by A. R. 161. (Custom.)

2. *Information for soldier's organization commander.* Furnish the soldier's organization commander a statement giving cause of disability and such other information as may be necessary for the preparation of the certificate of disability for discharge. (Custom.)

3. *Letter to the Surgeon General.* Upon receipt of the letter from the post commander reporting discharge of the soldier, have a true copy made for the hospital records and forward the original to the Surgeon General. (A. R. 160.)

(b) ORGANIZATION COMMANDER

1. *Certificate of disability for discharge.* Prepare and send to the surgeon a certificate of disability for discharge. (Instructions on Form 17, A. G. O.) (Note.—Certificate of disability for discharge will not be made in duplicate, A. R. 159.)

(c) POST COMM

1. *Boar* than two medical officers to

312 (contd.)

"Model" form of order

In compliance with A. R. 161, a board of officers consisting of—

Captain Harry F. Core, Medical Dept.,
Captain Payton C. Hall, Medical Dept.,

is appointed to meet at this post at 10 o'clock A. M., Sept. 25, 1916, or as soon thereafter as practicable, to make an examination and report upon the physical condition of Pvt. John Smith, Co. "A," 60th Inf.

The proceedings of the board will be recorded on Form 484 A. G. O.

2. *Papers to be forwarded to department commander.* Forward to department commander the certificate of disability for discharge, accompanied by a medical history of the case and the proceedings of the board of medical officers. (A. R. 139 & 161.)

3. *Notification of discharge to surgeon.* Send to surgeon a letter setting forth the full name and rank of the soldier, the company, and regiment to which he belonged, the date of discharge and the cause thereof. (A. R. 160.)

"Model" form of letter

To: Surgeon.
Subject: Discharge of Pvt. John Smith.

In compliance with A. R. 160, the commanding officer directs me to inform you that Pvt. John Smith, Co. "A," 60th Infantry, was discharged on Oct. 2/15, by reason of certificate of disability on account of deficient mental development and neurasthenia.

4. *Certificate of disability for discharge forwarded to The Adjutant General of the Army.* Upon completion of the discharge papers forward the certificate of disability for discharge directly to The Adjutant General of the Army. (Instructions on form.)

NOTE

As disability occurring in the service is usually made the basis of a claim for pension, special care should always be taken to state in the certificate the degree of disability, to describe particularly the disability, wound, or disease, the extent to which it deprives the soldier of the use of any limb or faculty, or affects his health, strength, activity, constitution, or capacity to labor. If the disability was incurred in line of duty, and the soldier declined treatment for the relief of such disability where treatment was directed, that fact should be set forth in the certificate for the information of the Bureau of Pensions. (A. R. 161.)

313. Discharge per expiration of term of service. Same action by company commander as in case of Par. 311(b)—4, 5, 6, 7, 8; discharge by purchase.

314. Discharge under A. R. 148½. Action by—

(a) ORGANIZATION COMMANDER:

1. Report to the commanding officer.

(b) COMMANDING OFFICER:

1. Appointment of board of officers.
2. Forwarding proceedings of the board in certain cases.
3. Certificate of disability to be forwarded in certain cases.

(a) ORGANIZATION COMMANDER

1. *Report to the commanding officer, or to the next higher commander, in certain cases.* When an enlisted man is inapt, or does not possess the required degree of adaptability for the military service, or gives evidence of habits or traits of character which serve to render his retention in the service undesirable, or is disqualified for service physically or in character, through his own misconduct, report the facts to the commanding officer, or, if the company or detachment commander is the commanding officer, to the next higher commander. (A. R. 148 1/2.)

"Model" form of report

To: Commanding Officer.

Subject: Board of officers under A. R. 148 1/2 in case of Pvt. Smith.

1. Under the provisions of A. R. 148 1/2, I would report that Pvt. John A. Smith, this company, has given evidence of habits which render his retention in the service undesirable.

2. It is requested that a board of officers be appointed to investigate into and report upon his case.

(b) COMMANDING OFFICER

1. *Appointment of board of officers.* Appoint a board of officers, three if practicable, to determine whether or not the soldier should be discharged prior to the expiration of his term of enlistment. (A. R. 148 1/2.) (For "model" order convening board, see Par. 128-i.)

2. *Forward proceedings of the board in certain cases.* If the board recommends that the soldier be discharged prior to the expiration of his term of enlistment, forward the proceedings, with approval, to the officer exercising general court-martial jurisdiction over the command. (A. R. 148 1/2.)

3. *Certificate of disability to be forwarded in certain cases.* If the findings of the board indicate disqualification through physical disability, cause a certificate of disability for discharge (Form 17, A. G. O.) to be prepared and forward it with the proceedings. (A. R. 148 1/2.)

315. Discharge, Dishonorable. Action by—

(a) ORGANIZATION COMMANDER:
1. Preparation of papers.
2. Clothing.
3. Allotment.

(b) OFFICER IN CHARGE OF PRISONERS:
1. Special clothing.
2. Marking of outer clothing.
3. Record of general prisoner.
4. Articles of personal property.

(a) ORGANIZATION COMMANDER

1. *Preparation of papers.* Upon the receipt of an order promulgating the sentence of an enlisted man involving dishonorable discharge, prepare and submit to post headquarters the following papers:

(a) Discharge certificate.
(b) Final statement, in duplicate, if the prisoner has deposits, or a full statement in writing why such final statement is not furnished.
(c) Deposit book, if prisoner has deposits.
(d) Descriptive list.

(A. R. 140 & 150.)

2. *Clothing.* Secure all distinctive articles of uniform and turn them over to the quartermaster. (A. R. 1170 and Par. I, G. O. 67/15.)

3. *Allotment.* If soldier has an allotment, notify Quartermaster General, or in the Philippine and Hawaiian Departments, the department commander. (A. R. 1350.) For form of report, see par. 309 (a)-6, in case of deserter.

(b) OFFICER IN CHARGE OF PRISONERS

1. *Special clothing.* Provide the prisoner immediately after receipt of sentence, with special clothing which is obtained from the quartermaster. (A. R. 1170 and Par. I, G. O. 67/15.)

2. *Marking of outer clothing.* See that all outer articles of the clothing issued to the prisoner are divested of all ornament and marked with the letter "P." (Par. 269, M. I. G. D.)

NOTE

Except in cases of temporary emergency will general prisoners be permitted to wear any distinctive article of the uniform. In no case will

any distinctive article of the uniform be marked with the letter "P." (Par. 1, G. O. 67/15.)

3. *Record of general prisoner.* Upon receipt of the descriptive list, prepare a record of the prisoner on Form 387, A. G. O., and file with the other papers in his case. (Par. 260, M. I. G. D.)

4. *Articles of personal property.* Obtain from the organization commander from which the prisoner was discharged, all articles of personal property which the prisoner is not allowed to keep in his possession. (Par. 258, M. I. G. D.)

316. Discharge—Enlisted man sentenced to dishonorable discharge and in whose case the execution of the dishonorable discharge has been suspended. Action by—

(a) ORGANIZATION COMMANDER

1. Papers to be submitted to post headquarters.
2. Clothing.

(b) OFFICER IN CHARGE OF PRISONERS

1. Special clothing.
2. Distinctive articles of uniform and articles of personal property.
3. Marking of outer clothing.
4. Record of prisoner.
5. Discharge of prisoner.

(a) ORGANIZATION COMMANDER

1. *Papers to be submitted to post headquarters.* Upon receipt of an order promulgating the sentence in the case of an enlisted man under suspended sentence, prepare and submit to post headquarters the following papers.

(a) Service record.
(b) Deposit book, in case prisoner has deposits. (A. R. 938 and Par. II, Bull. 11/15.)

2. *Clothing.* Secure all distinctive articles of uniform taken from the prisoner upon receipt of sentence, cause them to be listed and marked and turned over to the custody of the prison officer, or adjutant, in case there be no prison officer. (Par. 1, G. O. 67/15.)

NOTE

A soldier who has been sentenced to dishonorable discharge and in whose case the execution of the dishonorable discl sus-pended, will continue to be carried o nd will be in addition to the authorized

(b) OFFICER IN CHARGE OF PRISONER

1. *Special clothing.* See Par. 315 (b), for action to be taken in the case of a dishonorably discharged prisoner which is the same in this case.

2. *Distinctive articles of uniform and articles of personal property, etc.* Obtain from the prisoner's organization commander all distinctive articles of uniform and such articles of personal property which the prisoner is not permitted to have in his possession. (Par. 258, M. I. G. D. and Par. I, G. O. 67/15.)

3. *Marking of outer clothing.* See Par. 315 (b), for action to be taken in the case of a dishonorably discharged prisoner which is the same in this case.

4. *Record of prisoner.* The record of a prisoner under suspended sentence is the same as that noted in Par. 315 (b), in the case of a dishonorably discharged prisoner.

5. *Discharge of prisoner.* When the prisoner is discharged furnish him with a discharge certificate (Form 527 A. G. O.) and a final statement, in duplicate, if he has deposits, or a full statement in writing why such final statement is not furnished. (A. R. 140 and 150.)

317. Escape of general prisoner. Action by—

(a) POST COMMANDER

1. Report to The Adjutant General of the Army.
2. Investigation of escape.

(b) PRISON OFFICER

1. Disposal of personal effects.

(a) POST COMMANDER

1. *Report to The Adjutant General of the Army.* Except in Alaska and the insular possessions, notify The Adjutant General of the Army, directly, by telegraph, of escape, giving name of prisoner, the organization to which he belonged at date of conviction, and date and place of escape. (Par. I, G. O. 208/08.) In Alaska and the insular possessions no report is called for by the War Department.

"Model" form of telegram

The Adjutant General,
Washington, D. C.

General Prisoner John Doe, formerly Company B, Second Infantry, escaped January fifteenth, nineteen fifteen, Fort Sheridan, Illinois.

JONES,
Commanding.

(Note: "Probably at....," or "Probably going to....," if known, should be added. Par. I, G. O. 208/08.)

2. *Investigation of escape.* Make rigid investigation of escape and see that strict disciplinary measures are applied with a view to punishing the responsible parties in every case where it is shown that escape was due to lax administration. (Par. II, G. O 19/15.)

(b) PRISON OFFICER

Disposal of personal effects. Same as in case of other prisoners. See Par. 318 (b), "Escape of any military prisoner."

318. Escape of any military prisoner. Action by—

(a) POST COMMANDER

Investigation of escape. Same as under Par. 317, (2.)

(b) PRISON OFFICER IN CASE OF GENERAL PRISONERS, AND BY ORGANIZATION COMMANDER IN CASE OF OTHER PRISONERS

Disposal of personal effects. The personal effects of military prisoners who have escaped from confinement, except such as possess some special value as keepsakes, may be disposed of by sale as in the case of effects of deceased soldiers, and the proceeds thereof, together with any money left by the prisoner in the hands of the company commander, be turned over to a quartermaster, who should account for the same in the manner provided for quartermasters' collections. The officer will take the quartermaster's receipt for the amount paid him and forward the same to the Auditor for the War Department. (A. R. 940.)

(Note: The regulations do not state specifically who shall take the action indicated, but it is presumed that in the case of a general prisoner the prison officer would be the logical person to do so, and in the case of other prisoners the organization commander would be.)

319. Examination for appointment as second lieutenant. Action by—

(a) APPLICANT

1. Letter to post commander.
2. Form for individual record of candidate.
3. Testimonials or certificates as to moral character and fitness for the position.

(b) COMPANY COMMANDER

1. Forwarding application.

(c) COMMANDING OFFICER

[illegible] ers in certain cases.

319 (contd.)

3. Forwarding examination papers to The Adjutant General of the Army.

(a) APPLICANT

1. *Letter to post commander.* Address a letter to the post commander requesting permission to take the preliminary examination, setting forth the following information:

(a) Branch of the service for which you desire to compete, with second and third choice.

(b) Date of birth. Citizenship. Conjugal status and statement of service. (A. R. 29 and Par. 4, G. O. 64, 1915.)

"Model" letter

To: Commanding Officer.

Subject: Examination for appointment as second lieutenant.

1. Under the provisions of A. R. 29, I would request that I be examined to determine my fitness for appointment as second lieutenant of infantry, cavalry, or field artillery. My choice is in the order named.

2. I was born Jan. 1, 1890; am a citizen of the United States; am single, and have served as an enlisted man in the Army as follows:

Co. "B," 7th Inf., July 4/10 to July 3/13.....3 yrs.
Co. "A," 1st Inf., July 4/13 to date.....2 yrs. 5 mos.

Total: 5 yrs. 5 mos.

3. The form for individual record of candidate is inclosed herewith.

1 incl.

2. *Form for individual record of candidate.* Submit with application, form for individual record of candidate. (Par. 8, G. O. 64, 1915.)

(Note: See "Model form of individual record of candidate at end of this paragraph.)

3. *Testimonials or certificates as to moral character and fitness for the position.* Secure for submission to the officer conducting the examination testimonials or certificates as to your moral character and fitness for the position of a commissioned officer. (Par. 11, G. O. 64, 1915.)

(b) COMPANY COMMANDER

Forwarding application. Forward application, verifying statement of service given and stating whether soldier is a citizen of the United States; unmarried; under 30 years on the first day of July of year in which applicant is to enter competition; has served honorably not less than one year

in the Army as an enlisted man on or before that date; is physically sound; of good moral character, before and after enlistment; whether, if applicant is appointed second lieutenant, he would have any objection to the applicant's assignment to his organization, should a vacancy exist therein, in case of objection stating reasons; state aptitude of applicant for position sought. (A. R. 28, 29, and Pars. 7 and 8 G. O. 64, 1915.)

"Model" form of indorsement

2863. 1st Ind.

Co. "A," 1st Inf., Ft. Jay, N. Y., Dec. 5, 1915. To Commanding Officer, approved.

1. Statements of the applicant as to service, citizenship, date of birth, and conjugal status are correct.

2. He is an excellent soldier of good moral character, and, as far as I can ascertain, was so before his enlistment.

3. I believe him to be thoroughly capable of performing the duties of the position sought, and in the event of his appointment as a second lieutenant I would have no objection to his assignment to my company, should a vacancy exist.

1 incl.

NOTE

If the candidate takes the preliminary examination at the post where he is serving, the regulations do not require that he be physically examined before appearing before the board. However, if the candidate is examined by a board away from the post where he is serving, his company commander should have him physically examined when his application is submitted and a certificate from the examining surgeon should accompany the application.

"Model" form of medical certificate

Office of the Surgeon,
Fort Jay, N. Y.,
December 5, 1915.

I certify that Sergeant Harold T. King, Company "A," 1st Infantry, has been critically examined and found to be physically able to perform the duties of a second lieutenant of the Army in any arm of the service to which he may be appointed.

J. T. CLEMENT,
Major, Medical Corps,
Surgeon.

319 (contd.)

"MODEL" FORM FOR INDIVIDUAL RECORD OF CANDIDATE

(Furnished by the A. G. O. Accompanies application as Inclosure 1.—Par. 8. G. O. 64 15.)

1. Give the exact date and place of your birth. I was born January 1, 1890, at Syracuse, N. Y.
2. Are you married or single? I am single.
3. Are you a citizen of the United States? If so, state whether native born or naturalized. I am a citizen of the United States, native born.
4. What schools have you attended and for what periods? Answer explicitly, giving dates and designations of schools, as public schools, academies, district schools, colleges, manual-training schools, etc. Give also names and present addresses of presidents, superintendents, commandants, principals, professors, or teachers under the supervision of whom you were while attending schools, academies, colleges, etc. I attended the public schools at Syracuse, N. Y., from 1896 to 1906, and Cornell University from 1906 to 1910. Names and present addresses of professors, superintendents, and teachers are--Public Schools: Miss Grace Locke, 35 High St., Syracuse, N. Y. (Teacher), Miss Eva Smoot, 98 Falls St., Syracuse, N. Y., (Teacher); Miss Dora Warren, 109 9th St., Syracuse, N. Y. (Teacher); Dr. George Davis, Ithaca, N. Y., Professor, Cornell University; Dr. Frank Faris, Ithaca, N. Y., President, Cornell University.
5. In what profession or occupation have you been employed? Answer explicitly, giving time, character of employment, etc. I have been employed in the following occupations:--Bookkeeper for Nolan & Co., Wholesale Coffee Merchants, from May 1906 to Sept., 1906, at which time I left this position to enter the University. Bookkeeper for J. W. Simms & Sons Co., Ithaca, N. Y., from 1906 to 1910, while attending University; at which time I left this firm to enlist in the Army.
6. During what time have you supported yourself, totally or partially by your own labor? I have supported myself by my own labor since May, 1906.
7. Have you ever served in the Volunteers or organized Militia, or as a Cadet at the United States Military Academy? Answer explicitly, giving State, arm of service, rank, dates, etc. I have never served in the Volunteers, Organized Militia, or as a Cadet at the U. S. Military Academy.
8. State concisely your service in the regular army, giving organizations in which you have served and names of officers under whom you have served, with periods of such service (as near as possible) in each case My service in the Regular Army is: Co. "B," 7th Infantry, July 4 1910, to July 3, 1913; Co."A," 1st Infantry, July 4, 1913, to date. Total service: 5 years and 5 months. Capt. J. T. Hoag and 1st Lieut. H. A. Miles, 7th Infantry, were company commanders of Co "B," 7th Infantry, during my service in that company, and Major B. S. Dillard, 7th Infantry, was post commander. Capt. L. T. Dean, 1st Infantry, has been in command of Co. "A," during my entire service in this company.
9. State the places of your residence since your twelfth birthday, giving dates between which you resided at each place. From my 12th birthday to Sept., 1906, I resided at Syracuse, N. Y., and from Sept., 1906, to date of enlistment in 1910, at Ithaca, N. Y.
10. State the name and present address of each person by whom you were employed since your twelfth birthday, giving in each instance the nature of the employment and date of its beginning and ending. Nolan & Co., 136 Main St., Syracuse, N. Y. Bookkeeper, May 15, 1906 to Sept 1, 1906, J. W. Simms & Sons Co., Ithaca, N. Y., Bookkeeper, Sept. 10, 1906, to June 30, 1910

HAROLD THOMAS KING
Corporal, Co. "A," 1st Inf.
(Signature with full name, rank, etc.)

Sworn to and subscribed before me this 4th day of December, A. D., 1915.

J. F. BELL,
1st Lieut., 1st Infantry,
J. A., G. C. M.

(c) COMMANDING OFFICER

1. *Appointment of board of officers in certain cases.* As soon as practicable after March 1 of each year in which an application is received, if applicant is serving at post, appoint, if practicable, a board of officers consisting of at least one medical officer and two line officers, exclusive of the immediate commander of the applicant, to conduct the preliminary examination. If it is impracticable to appoint a board, or if the applicant is not serving at a post, forward the application, through military channels, to the commander of the district, territorial department, or division, if in the field. (A. R. 30 and Par. 9, G. O. 64/15.) (For "model" order convening board, see Par. 128-j.)

2. *Referring application to board.* Refer the application to the president of the board stating the applicant has been authorized to appear before the board for preliminary examination to determine his fitness for appointment as second lieutenant in the Army.

"Model" form of indorsement

5692. 2nd Ind.

Hq. Ft. Jay, N. Y., Mar. 1, 1916. To Major G. H. Smith, 1st Inf., president of the board of officers appointed by Par. 1, S. O. 35, c. s., these headquarters.

1. The applicant is authorized to appear before the board appointed by the above quoted order, at the call of the president thereof, for the preliminary examination to determine his fitness for appointment as second lieutenant in the Army.

2. The attention of the board is invited to the requirements of G. O. 64, W. D., 1915.

1 incl.

3. *Forwarding examination papers to The Adjutant General of the Army.* Upon receipt of the proceedings of the board forward all papers, through military channels, to The Adjutant General of the Army. (Par. 18, G. O. 64, 1915.)

320. Furlough to Regular Army Reserve. Action by—

(a) SOLDIER

1. Application. (Only in case of men enlisted on or before Nov. 1, 1916, and who desire to be furloughed to the Army Reserve after three years' active service.)

(b) COMPANY COMMANDER

1. Final statement.
2. Reservist's Descriptive Card.
3. Copy of Regulations for Regular Army Reserve and instruc- to reservist.

y of Regulations for Regular Army Reserve and instructions *t.* Give the reservist a copy of the Regulations for the Regular erve and instruct him that he is required to report his address st of each quarter and any change of address whenever it present himself for identification about January 1st and July ear to the postmaster through whom his mail is received, or to of the Army, including Officers' Reserve Corps, Navy, Marine the National Guard; to report annually for 15 days' field train- ırdered; and to report wherever ordered by a department com- hen the Regular Army Reserve is mobilized for active service, of the President, in event of actual or threatened hostilities. Regulations for the Regular Army Reserve.)

ıaration of report of furlough to The Adjutant General of the hen a soldier is furloughed to the Regular Army Reserve, report ;h (Form 559, A. G. O.) will be forwarded to The Adjutant the Army direct. (Note on form and Par. 17, Regulations for ır Army Reserve.) The regulations do not state who will for- report—that is, whether it will be forwarded by the company r or the post commander. It is thought, however, that the same should be followed as in the case of the reservist's descriptive is, the report (Form 559, A. G. O.) should be prepared, initialed tted by the company commander (with the descriptive card) to ɔmmander, who signs and forwards it to The Adjutant General ny.

sical examination. About one month prior to the date when nay or must be furloughed to the Regular Army Reserve he ımined by a medical officer as to his physical condition. If the furloughed, the result of the physical examination will be the reservist's descriptive card. In case he is found to be disqualified for service, steps will be immediately taken for his ɔn surgeon's certificate of disability in accordance with exist- :tions governing such discharge. (Par. 9, Regulations for my Reserve.)

pliance with A. R. 154, if soldier is furloughed while absent *mpany.* If a soldier is furloughed to the Regular Army Reserve ıt from his organization, the same papers as mentioned above :pared, and his organization commander will be furnished a criptive list, containing such data as pertains to his military ıccounts while absent. (Par. 34, Regulations for the Regular erve and A. R. 154.)

320 (contd.)

4. Preparation of report of furlough to The Adjutant General of the Army.
5. Physical examination.
6. Compliance with A. R. 154, if soldier is furloughed while absent from his company

(c) COMMANDING OFFICER

1. Signing and forwarding Reservist's Descriptive Card.
2. Forwarding report of furlough to The Adjutant General of the Army.

(d) THE SURGEON

1. Physical examination.

(a) SOLDIER

Application. A soldier who enlisted on or before Nov. 1, 1916, and who wishes to be furloughed and transferred to the Regular Army Reserve upon the completion of three years' active service, will at least thirty days prior to date on which he becomes eligible for transfer, submit his application on Form 437, A. G. O. [Par. 2 (2), Regulations for Regular Army Reserve and note on Form 437, A. G. O.]

(b) COMPANY COMMANDER

1. *Final statement.* When an enlisted man is furloughed to the Regular Army Reserve his account shall be closed and he shall be paid in full to the date such furlough becomes effective, including allowances provided by law for discharged soldiers. (Sec. 29, Act of Congress, approved June 3, 1916.) Final statements, in duplicate, are given the soldier.

2. *Reservist's Descriptive Card.* When a soldier is furloughed to the Regular Army Reserve he will receive a reservist's descriptive card (Form 443, A. G. O.), one copy of which will be forwarded to the commanding general of the department (or the commanding officer, United States troops, Panama Canal Zone, or the commanding officer, Porto Rico Regiment of Infantry) in which is located the address of the reservist as shown on the descriptive card. (Par. 17, Regulations for the Regular Army Reserve.) In practice the company commander prepares two copies of the Reservist's Descriptive Card (Form 443, A. G. O.), and which he signs with his initials, to the left of the place prepared for signature. The two copies are sent to the post commander, who signs them, forwarding one to the department or other commander indicated above, and returning the other to the company commander for delivery to the soldier with his final statements. *In preparing the descriptive list be sure to enter under, "Remarks," the reservist's new address.*

3. *Copy of Regulations for Regular Army Reserve and instructions to reservist.* Give the reservist a copy of the Regulations for the Regular Army Reserve and instruct him that he is required to report his address on the first of each quarter and any change of address whenever it occurs; to present himself for identification about January 1st and July 1st each year to the postmaster through whom his mail is received, or to any officer of the Army, including Officers' Reserve Corps, Navy, Marine Corps, or the National Guard; to report annually for 15 days' field training if so ordered; and to report wherever ordered by a department commander when the Regular Army Reserve is mobilized for active service, by order of the President, in event of actual or threatened hostilities. (Par. 17, Regulations for the Regular Army Reserve.)

4. *Preparation of report of furlough to The Adjutant General of the Army.* When a soldier is furloughed to the Regular Army Reserve, report of furlough (Form 559, A. G. O.) will be forwarded to The Adjutant General of the Army direct. (Note on form and Par. 17, Regulations for the Regular Army Reserve.) The regulations do not state who will forward this report—that is, whether it will be forwarded by the company commander or the post commander. It is thought, however, that the same procedure should be followed as in the case of the reservist's descriptive card—that is, the report (Form 559, A. G. O.) should be prepared, initialed and submitted by the company commander (with the descriptive card) to the post commander, who signs and forwards it to The Adjutant General of the Army.

5. *Physical examination.* About one month prior to the date when a soldier may or must be furloughed to the Regular Army Reserve he will be examined by a medical officer as to his physical condition. If the soldier be furloughed, the result of the physical examination will be noted on the reservist's descriptive card. In case he is found to be physically disqualified for service, steps will be immediately taken for his discharge on surgeon's certificate of disability in accordance with existing instructions governing such discharge. (Par. 9, Regulations for Regular Army Reserve.)

6. *Compliance with A. R. 154, if soldier is furloughed while absent from his company.* If a soldier is furloughed to the Regular Army Reserve while absent from his organization, the same papers as mentioned above will be prepared, and his organization commander will be furnished a partial descriptive list, containing such data as pertains to his military status or accounts while absent. (Par. 34, Regulations for the Regular Army Reserve and A. R. 154.)

(c) COMMANDING OFFICER

1. *Signing Reservist's Descriptive Card.* The post commander signs in duplicate, the Reservist's Descriptive Card (Par. 27, Regulations for the Regular Army Reserve), one copy of which, in practice, is returned to the company commander for delivery to the soldier and the other copy is forwarded by the post commander to the department or other commander indicated in Par. 17, Regulations for the Regular Army Reserve.

2. *Forwarding report of furlough to The Adjutant General of the Army.* The post commander signs and forwards to The Adjutant General of the Army the report of furlough that has been prepared and initialed by the company commander. [See remarks above, under, "Company commander" (4).]

(d) SURGEON

Physical examination. When the soldier presents himself he is given a physical examination as required by Par. 9, Regulations for Regular Army Reserve.

321. Insane soldier. Action by—

(a) SENIOR MEDICAL OFFICER
1. Report to the commanding officer.
2. Information to soldier's organization commander.

(b) ORGANIZATION COMMANDER
1. Certificate of disability for discharge.

(c) POST COMMANDER
1. Board of officers.
2. Report to The Adjutant General of the Army.
3. Papers to be forwarded to The Adjutant General of the Army.
4. Effects to be forwarded to the Superintendent, Government Hospital for the Insane.
5. Transportation and subsistence.
6. Commutation of rations.

(d) NONCOMMISSIONED OFFICER IN CHARGE
1. Telegraphic report to The Adjutant General of the Army.
2. Report to The Adjutant General of the Army after leaving patient at hospital.

(a) SENIOR MEDICAL OFFICER

1. *Report to commanding officer.* Report case to the commanding officer with request that a board of officers be appointed to make the examination required by A. R. 465. (Custom.)

2. *Information to soldier's organization commander.* Furnish the soldier's organization commander a statement giving the cause of disability and such other information as may be necessary for the preparation of the certificate of disability for discharge. (Custom.)

(b) ORGANIZATION COMMANDER

Certificate of disability for discharge. Prepare and send to the surgeon a certificate of disability for discharge. (Instruction on Form 17, A. G. O.) (Note: Certificate of disability for discharge will not be made in duplicate. A. R. 159.)

(c) POST COMMANDER

1. *Board of officers.* Appoint a board of not less than two medical officers to make a critical examination of the soldier. (A. R. 465.) For "model" order convening board, see Par. 128 (k).

2. *Report to The Adjutant General of the Army.* Submit to The Adjutant General of the Army, through military channels, a report accompanied by—

(a) Proceedings and findings of the board giving the diagnosis.
(b) A detailed account of the medical history of the case.
(c) A statement as to whether the disability was or was not incurred in line of duty.
(d) A statement as to whether the patient, if discharged from the service, can be released from military control without danger to himself or others. (A. R. 465.)

(Note: Form 484, A. G. O., for proceedings of board of medical officers, contains headings for the statements required under [a] and [c]. Consequently it is not necessary to give this information again, separately, in the above report.)

3. *Papers to be sent to The Adjutant General of the Army.* In case soldier is ordered to the Government Hospital for the Insane, send all papers, including his descriptive list, certificate of disability, and form of medical certificate required by the Department of the Interior, directly to The Adjutant General of the Army on the date of soldier's departure from the post. (A. R. 465.)

"Model" form of letter transmitting papers

To: The Adjutant General of the Army.
Subject: Papers in the case of Pvt. John Smith.

In compliance with A. R. 466, I would transmit herewith the following papers in the case of Pvt. John Smith, Co. "A," 50th Inf., who was this day sent to the Government Hospital for the Insane, Washington, D. C.:

Descriptive list.

321 (contd.)

Certificate of disability.
Medical certificate required by the Department of the Interior.
Deposit book.
4 incls.

4. *Effects.* Prior to the departure of the soldier, prepare and sign an inventory of his effects, in duplicate, and send one copy, together with money and other valuables, by registered mail to the Superintendent, Government Hospital for the Insane, Washington, D. C., retaining the duplicate copy for the post records.

The other effects, such as clothing, will accompany the patient and attendant as baggage. (A. R. 466.)

"Model" form of letter transmitting effects, etc.

To: The Superintendent, Government Hospital for the Insane.
Subject: Inventory of effects, etc., of Pvt. John Smith.

In compliance with A. R. 466, I would transmit herewith inventory of effects and a postal money order for $15, belonging to Pvt. John Smith, Co. "A," 50th Inf., who was this day sent to the Government Hospital for the Insane, Washington, D. C.
2 incls.

"Model" form of Inventory of Effects

Madison Barracks, N. Y.,
August 15, 1916.

INVENTORY OF PERSONAL EFFECTS OF PVT. JOHN SMITH, CO. "A," 50TH INF., TRANSFERRED TO THE GOVERNMENT HOSPITAL FOR THE INSANE, WASHINGTON, D. C.

1 bundle of letters,
1 bundle of photographs,
2 discharge certificates,
1 safety razor,
1 mug, shaving,
1 brush, shaving.

W. A. HALL,
Col., 50th Inf.,
Commanding.

5. *Transportation and subsistence.* On departure of the patient from the post give such orders to the noncommissioned officer in charge as will provide for transportation for the necessary attendants to the institution and return to post, also subsistence during their absence (A. R. 468).

(For "model" order, see par. 137-g, if order is issued by post commander.)

6. *Commutation for the patient.* If payment of commutation is authorized under A. R. 1223, the commutation for the patient may, upon written orders from the commanding officer, be paid in advance to, and receipted for by, the noncommissioned officer to whose charge the patient is committed. (A. R. 468.)

(c) NONCOMMISSIONED OFFICER IN CHARGE

1. *Telegraphic report to The Adjutant General of the Army.* Report to The Adjutant General of the Army, by telegraph, at least 24 hours in advance, the probable time and place of arrival in Washington. (A. R. 467.)

"Model" form of telegram

The Adjutant General,
Washington, D. C.

Will arrive Union Station eight A. M. tomorrow with insane patient.

KLINE,
Sergeant.

(Note.—Before departure from post secure an official telegraph form, with certificate signed by the adjutant.)

2. *Report to The Adjutant General of the Army for further instructions.* After leaving the patient at the hospital, report to The Adjutant General of the Army for further instructions. (A. R. 467.)

322. Injury to civilian employee. Action by—

QUARTERMASTER:

1. *Report to Quartermaster General of injury.* In case of injury to civilian employee who is entitled to the benefits of the compensation act of May 30, 1908, as amended, and which incapacitates for work for one day or longer, submit as soon as practicable to the Quartermaster General of the Army, report on C. A. Form 1b. (Page 102, Cir. 12, Q. M. G. O., 1916.)

2. *Report to Quartermaster General of termination of injury.* As soon as disability from injury terminates, submit to the Quartermaster General of the Army, report on C. A. Form 2b. (Page 102, Cir. 12, Q. M. G. O., 1916.)

323. Loss or destruction of private property in public service. Action by—

(a) CLAIMANT:

1. Application for board of officers.

(b)

(a) CLAIMANT

1. *Application for board of officers.* Apply to commanding officer for appointment of a board of officers to investigate the loss or destruction (A. R. 726). Secure, for submission to the board, in the form of affidavits and certificates, the evidence on which the claim is to be based.

"Model" letter

To: Commanding Officer.

Subject: Board of Officers under A. R. 726.

Under the provisions of A. R. 726, I would request that a board of officers be appointed to investigate the loss of one pair of private field glasses stolen from me on or about May 12, 1916, and which I was using at the time in the public service in line of duty.

(b) COMMANDING OFFICER

1. *Appointment of board.* Appoint a board of officers, as requested. (A. R. 726.) (For "model" order convening board, see Par. 128 [e].)
(For "model" proceedings of board, see Par. 345.)

NOTE

The proceedings will be forwarded to The Adjutant General of the Army, through military channels, for submission to the Auditor for the War Department. (A. R. 276 and Cir. 3, 1909. See Par. 28, this book.)

324. Release of general prisoner. Action by—

(a) COMMANDING OFFICER:

1. Examine all orders fixing or modifying term of confinement.
2. Transportation to home, or elsewhere, as prisoner may elect in certain cases.

(b) OFFICER IN CHARGE OF PRISONERS:

1. Notification to Quartermaster.
2. Uniform clothing left by general prisoner.
3. Notification to Quartermaster of deposits, in case of no quartermaster at the place of release.

(c) QUARTERMASTER:

1. Issue of suit of citizens' outer clothing.
2. Donation.

(a) COMMANDING OFFICER

1. *Examine all orders fixing or modifying term of confinement.* Prior to the release of a general prisoner examine all orders fixing or modifying

the term of confinement and verify the date of expiration of the prisoner's sentence before giving an order for his release. (A. R. 941.)

"Model" order for release

To: The Officer of the Day.
Subject: Release of General Prisoner Robert Roe.

The commanding officer directs that General Prisoner Robert Roe, whose sentence expires this date, be released from confinement and reported to the Quartermaster for a suit of citizens' outer clothing and a donation of $5.00.

(Note.—These instructions may be given to the Officer of the Day verbally.)

2. *Transportation to home, or elsewhere as prisoner may elect in certain cases.* Issue orders for transportation for the prisoner to his home (or elsewhere as he may elect) in case he has been held under a sentence of dishonorable discharge and confinement for more than six months, provided the cost shall not be greater than to the last place of enlistment. (Page 21, Bull. 12, 1915.)

"Model" order

To: The Quartermaster.
Subject: Transportation for General Prisoner Robert Roe.

1. The commanding officer directs me to inform you that General Prisoner Robert Roe, who was dishonorably discharged pursuant to sentence of a general court-martial, promulgated in G. C. M. O., 465, Hq. Eastern Dept., 1916, has this date been released from confinement and should be furnished transportation to his home, or elsewhere as he may elect, provided the cost shall not be greater than to the place of last enlistment.

2. He was last enlisted at Fort Slocum, N. Y.

NOTE

The law authorizes transportation to be furnished to general prisoners on their discharge from the Disciplinary Barracks or from any place in which they have been held under a sentence of dishonorable discharge and confinement for more than six months, or from the Government Hospital for the Insane after transfer thereto from such barracks or place, to their homes (or elsewhere as they may elect), provided the cost in each case shall not be greater than to the last place of enlistment. (Page 21, Bull. 12, 1915.)

324 (contd.)

(b) OFFICER IN CHARGE OF PRISONERS

1. *Notification to Quartermaster.* Furnish the Quartermaster, in duplicate, a certificate of the following tenor:

To the Quartermaster:

I would inform you that General Prisoner Robert Roe serving sentence per G. C. M. O., 465, Hq. Eastern Dept., June 18, 1916, will be released from confinement Nov. 17, 1916, per expiration of sentence.

HENRY J. HARRIS,
1st Lieut., 75th Inf.,
Officer in charge of Prisoners.

(Note.—At some posts it is customary for this information to be furnished the quartermaster by the adjutant.)

2. *Uniform clothing left by general prisoner.* Collect all articles of outer uniform clothing (except shoes) issued to the prisoner while in the service or during confinement and turn them over to the quartermaster. (A. R. 1170; Par. I, G. O. 67, 1915.)

3. *Notification to quartermaster of deposits, in case of no quartermaster at the place of release.* In case the prisoner has deposits, and there is no quartermaster at the post, at least one week before the release of the prisoner, notify the quartermaster to whom the prisoner wishes to apply for payment of deposits, the amount thereof. This notification should be in the hand writing of the prison officer and the prisoner's name should be affixed thereto. (This is a matter of custom, based on common sense, as it is not covered by regulations.)

"Model" form of letter

To: Quartermaster, Governors Island, N. Y.
Subject: Payment of deposits of General Prisoner Robert Roe.

1. I would inform you that General Prisoner Robert Roe, who will be released per expiration of term of sentence February 22, 1917, will apply to you for payment of his deposits, amounting to three hundred and sixty-five dollars ($365).

2. This is his signature: Robert Roe.

(c) THE QUARTERMASTER

1. *Issue of suit of citizens' outer clothing.* Upon the release of a general prisoner from confinement, issue to him a suit of citizens' outer clothing to consist of hat or cap, coat, pair trousers, shirt, necktie,

collar, and overcoat (when required), cost not to exceed $10. (A. R. 1170.)

(Note.—No receipt is gotten for these articles, which are dropped as expended on Form 203, Q. M. C.)

2. *Donation of $5.* Give $5 to each dishonorably discharged prisoner released from confinement under court-martial sentence involving dishonorable discharge, getting his receipt for same on Form 334-a, W. D. (Authority for donation is contained in the annual Army appropriation bill.)

325. Surrender or delivery of deserter. Action by—

POST COMMANDER:

1. Report to The Adjutant General of the Army.
2. Report to deserter's organization, and, in certain cases to The Adjutant General of the Army.
3. Inquiry.
4. Telegraphic report to The Adjutant General of the Army in certain cases.
5. Preparation of affidavit and report to The Adjutant General of the Army in certain cases.
6. Examination.
7. Physically fit for service.
8. Physically unfit for service.

POST COMMANDER

1. *Report to The Adjutant General of the Army.* When a deserter surrenders or is delivered, the commanding officer will immediately send to The Adjutant General of the Army, on the form provided for that purpose, a report stating whether the deserter surrendered or was apprehended, the date and place of surrender or delivery, and, if the man was apprehended, the name and official status, if any, of the person who delivered him to the military authorities. (A. R. 126½.)

2. *Report to deserter's organization commander, and, in certain cases, to The Adjutant General of the Army.* If a deserter is received at a post other than the station of his company, submit report to the commanding officer of the deserter's company or detachment, with date and place of apprehension, or surrender, and such other data as may be possessed requisite to the preparation of charges. If, however, the deserter's company or detachment is stationed in Alaska or beyond the continental limits of the United States, submit also a similar report to the War Department. (A. R. 126½.)

325 (contd.)

"Model" form of report

From: C. O., Madison Bks., N. Y.
To: C. O., Co. "D," 47th Inf.
Subject: Surrender (or apprehension) of Pvt. Jones.

In compliance with A. R. 120, I would report that Pvt. John Jones, Co. "D," 47th Inf., who deserted Aug. 26, 1915, surrendered himself at this post yesterday, May 16 (or, that Pvt. John Jones, Co. "D," 47th Inf., who deserted Aug. 26, 1915, was apprehended May 14, 1916, at Watertown, N. Y.), and was delivered at this post today by John C. Clarke, Police officer, of Watertown, N. Y.

W. C. NORMAN,
Col., 47th Inf.

3. *Inquiry.* Cause immediate inquiry to be made of deserter in regard to dates of his enlistment and desertion. (A. R. 125.)

4. *Telegraphic report to The Adjutant General of the Army in certain cases.* If dates of his enlistment and desertion indicate that trial is barred by law and the deserter claims to have been within the limits of the United States during two years subsequent to the date of the expiration of his term for which he was enlisted, telegraph to The Adjutant General of the Army for verification of the service claimed by the deserter. (A. R. 125.)

"Model" form of telegram

The Adjutant General,
Washington, D. C.

John Smith surrendered today. Claims he enlisted July tenth, nineteen eleven and deserted as private from Co. "A," first Infantry June fifteenth nineteen twelve. Verification of dates requested.

JONES,
Commanding.

5. *Preparation of affidavit and report to The Adjutant General of the Army in certain cases.* If it is determined that trial is barred by law, require the deserter to file an affidavit asserting his claim, and set him at liberty with instructions to apply by letter to The Adjutant General of the Army for a "deserter's release," and report action directly to The Adjutant General of the Army, forwarding with report the affidavit of the deserter. (A. R. 125.)

"Model" form of affidavit

State of New York,
Plattsburg Bks., } ss.
County of Clinton.

Personally appeared before me, the undersigned authority for administering oaths, one Pvt. John Smith, Co. "A," 1st Inf., who, being duly sworn according to law, deposes and says that he enlisted in the Army of the United States July 10, 1911, and deserted from Co. "A," 1st Inf., at Madison Barracks, N. Y., June 15, 1912; that at no time between the date of his desertion and the date of his surrender was he outside the limits of the United States, having lived in Albany, N. Y., from a few days after his desertion until about January 1, 1914, and in Rochester, N. Y., since that date to two days ago, when he left to surrender himself to the commanding officer at Plattsburg Barracks, N. Y.

JOHN SMITH.

Sworn to and subscribed before me this tenth day of September, nineteen hundred sixteen.

HENRY J. DAVIS,
1st Lieut., 40th Inf.,
Judge Advocate, Special Court.

"Model" report to The Adjutant General of the Army

From: C. O., Plattsburg Bks., N. Y.
To: The Adjutant General of the Army.
Subject: Release of Deserter John Smith.

1. I would report that one John Smith surrendered at this post Sept. 3, 1916, as a deserter from Co. "A," 1st Inf., claiming he enlisted July 10, 1911, and deserted June 15, 1912.

2. I wired your office Sept. 3, 1916, for verification of dates of enlistment and desertion and received answer that they were correct.

3. Smith has made affidavit to the effect that at no time from the date of his desertion to that of his surrender was he outside the jurisdiction of the United States. His affidavit is enclosed.

4. He was, therefore, set at liberty today and instructed to apply to The Adjutant General of the Army for a "deserter's release."

1 Incl.

A. R. POST,
Col., 40th Inf.

6. *Examination.* Cause a soldier who has been apprehended or surrendered, and whose trial is not barred by law, to be examined by a medical officer. (A. R. 126.)

"Model" form of certificate of medical officer

(To be submitted to post commander)

Fort Niagara, N. Y.,
Oct. 23, 1915.

In compliance with A. R. 126, I report that I have critically examined Pvt. John Smith, Co. "A," 1st Inf., and find him fit for service (or, unfit for service on account of ————.)

R. A. ROBERTS,
Capt., Med. Dept.

7. *Physically fit for service.* If the soldier is physically fit for service dispose of the case as the interest of the Government may dictate, viz:

(a) Causing charges to be prepared and forwarding them to Dept. Hdqrs. for trial by general court.
(b) Referring the charges to a special court.
(c) Removal of charge as having been erroneously made. (A. R. 126.)

(For "model" order removing charge of desertion, see Par. 133½.)

8. *Physically unfit for service.* If the soldier is physically unfit for service, and desertion is admitted, submit a report, showing cause of unfitness, to the department commander; if the soldier refuses to admit desertion and it is deemed inadvisable to try him, application should be made for authority to discharge him without trial. (A. R. 126.)

326. Surrender or delivery of escaped general prisoner. Action by—

COMMANDING OFFICER:

Report to The Adjutant General. When an escaped general prisoner surrenders or is delivered, the commanding officer will immediately send to The Adjutant General of the Army, on the form provided for that purpose, a report stating whether the general prisoner surrendered or was apprehended, the date and place of surrender or delivery, and, if the man was apprehended, the name and official status, if any, of the person who delivered him to the military authorities. (A. R. 126½.)

NOTES

1. A recaptured general prisoner will forfeit good-conduct time previously earned, and may, in addition, be tried by court-martial. (Par. 279, M. I. G. D.)

2. A reward of $50 will be paid for the apprehension and delivery of an escaped general prisoner at a military post. (A. R. 12[illegible].)

327. Transfer of prisoner to place of confinement. Action by—

(a) COMMANDING OFFICER:
1. Order transferring prisoner to post or prison, place of confinement.
2. Papers to be sent in certain cases.

(b) OFFICER IN CHARGE OF PRISONERS:
1. Clothing to be forwarded in certain cases.
2. Preparation of papers.
3. Articles of personal property, etc.

(a) COMMANDING OFFICER

1. *Order transferring prisoner to post or prison designated as the place of confinement.* Upon the receipt of an order promulgating the sentence of a prisoner and which directs that he be sent to the post or prison designated as the place of confinement, issue the necessary orders transferring him to the post or prison designated. (For "model" order, see Par. 132.)

2. *Papers to be sent in certain cases.* Send under seal, by person in charge of prisoners to the commanding officer of the post or prison to which the prisoner is transferred the following papers:
1. Service record (in case of garrison prisoner.)
2. Orders promulgating and modifying sentence.
3. Statement of conduct while under sentence to date.
4. Complete inventory of personal property.
5. Deposit book in case prisoner has deposits. (A. R. 938 and Par. II, Bull. 11/15.)

NOTES

1. In the case of a general prisoner, under sentence for statutory or common-law crimes or misdemeanors either alone or in connection with purely military offenses, the papers noted above, except the service record, together with the following additional papers will be sent.
1. Discharge certificate.
2. A final statement, in duplicate, if the prisoner has deposits, or in case no final statement is furnished a statement in writing showing the reason therefor.
3. A certified copy of prisoner's record (Form 387, A. G. O.) in lieu of the descriptive list. (A. R. 140; 938 & Par. II, Bull. 11/15.)

NOTE: In case the same order promulgating the sentence also directs the transfer of the prisoner to place of confinement, see par. 315 for the

papers to be prepared by the organization commander, covering dishonorable discharge.)

2. In case a prisoner convicted of purely military offenses is transferred to the United States from the Philippine or Hawaiian Department, China, the Canal Zone, Alaska, or from any other place outside the continental limits of the United States, his service record, completed to date of transfer if the prisoner is under a suspended sentence of dishonorable discharge, or to date of dishonorable discharge if he has been dishonorably discharged, will be sent, under seal, in addition to the other papers hereinbefore described.

(b) OFFICER IN CHARGE OF PRISONERS

1. *Clothing to be forwarded.* All serviceable clothing which belongs to a prisoner, and his blankets, will accompany him to the place designated for his confinement, and will be fully itemized on the clothing list. The guard in charge of the prisoner during transfer will be furnished with a duplicate of this list and will be held responsible for the delivery, with the prisoner, of all articles itemized therein. At least one serviceable woolen blanket will be sent with every such prisoner so transferred. (A. R. 939.)

2. *Preparation of papers.* Carefully prepare all papers that are to be sent with him and submit them to the post commander in order that they can be sent under seal to the commanding officer of the post or prison to which the prisoner is transferred, as required by A. R. 938, and Par. II, Bull. 11/15.

3. *Articles of personal property.* Turn over to the guard all articles of personal property which the prisoner is not permitted to keep in his possession, to be delivered to the commanding officer of the post or prison to which the prisoner is transferred. (Pars. 258 & 265 M. I. G. D.)

328. Transfer of enlisted man from one organization to another. Action by—

ORGANIZATION COMMANDER:

1. Forwarding of service record.
2. Quartermaster property in possession of soldier.
3. Personal equipment.
4. Allotment.
5. Deposits.
6. Delinquency record.

1. *Forwarding service record.* When an enlisted man is detached from his company, his service record will be forwarded by indorsement to his new commanding officer. When it can be avoided, the service record will not be intrusted to the soldier, but to an officer or noncom-

missioned officer under whose charge he may be, or it may be forwarded by mail. (A. R. 104.) Read carefully all the notes on the service record and comply with them.

2. *Quartermaster property in possession of soldier.* Note on descriptive list articles of quartermaster property in possession of soldier, such as trunk locker, blankets, overcoat, poncho, slicker, and sweater. (A. R. 1023.)

3. *Personal equipment.* Articles of personal equipments or other ordnance property which a detached soldier carries with him, or for which he may be indebted to the United States at the time of his transfer, will be entered on quadruplicate invoice and receipt transfer blanks (Ordnance Department Form No. 152). The blanks will, when practicable, indicate the destination of the soldier. Each of the four copies will be signed by the accountable officer, or the issuing officer in his name, and by the soldier acknowledging receipt of the stores, including those missing. Two of these signed blanks will be forwarded with the service record of the soldier; the other two constitute the voucher (original and retained copies) under which the accountable officer will drop from his return the articles enumerated on the voucher, or secure replacement of the articles by turning them over to the post or other supply officer.

On arrival of the soldier at his destination, all articles appearing on the transfer blank accompanying the service record will be taken up by the officer accountable for the property of the organization to which he reports who will receipt for the same on this blank and forward one of the two signed copies of it immediately to the Chief of Ordnance, and keep the other copy for file with the retained copy of his return. All articles missing on arrival will be charged against the soldier in the usual manner. (A. R. 1535.)

4. *Allotment.* In case of allotment make report at once to the Quartermaster General of the Army. (A. R. 1356.)

"Model" form of report

To: The Quartermaster General.
Subject: Allotment in case of Pvt. John Smith.

In compliance with A. R. 1356, I would report that Pvt. John Smith, who has an allotment of $10 per month for 12 months, commencing March 1, 1916, was this day transferred from Co. "A," 50th Inf., to the 128th Co., C. A. C., per par. 9, S. O. 100, Eastern Dept., 1916.

5. *Deposits.* In case of deposits make prompt report directly to the Quartermaster General of the Army. (A. R. 1361.)

328 (contd.)

"Model" form of report

To: The Quartermaster General.
Subject: Deposits in case of Pvt. John Smith.

In compliance with A. R. 1361, I would report that Pvt. John Smith, who has deposits amounting to $120, has this day been transferred from Co. "A," 50th Inf., to the 128th Co., C. A. C., per par. 9, S. O. 100, Eastern Dept., 1916.

6. *Delinquency record.* It is customary to forward to the commanding officer of the company to which the soldier is transferred, the soldier's delinquency record, showing punishments awarded by the company commander.

CHAPTER XX

CHARGES

329. Submission of charges. All charges for trial by court-martial will be prepared in triplicate, using the prescribed charge sheet (Form No. 594, A. G. O.) as first sheet and using such additional sheets of ordinary paper as are required. (Par. 1, page 333, Manual for Courts-Martial.)

See Par. 337 for forms for charges.

330. Special and general court-martial charges. In some of the territorial departments there are special instructions about the preparation of special and general court-martial charges. Find out what instructions, if any, have been issued in your department and comply with them.

See Par. 337 for forms for charges.

331. Investigation of charges. Before forwarding charges for trial by general court-martial, they must be carefully investigated by the commanding officer, or an officer designated by him other than the officer preferring the charges, who will report to the commanding officer, orally or otherwise, the result of such investigation. The officer investigating the charges will afford to the accused an opportunity to make any statement, offer any evidence, or present any extenuation that he may desire to have considered in connection with the accusations against him. If the accused desires to submit nothing, the indorsement will so state.

The report of the investigation must contain:

1. An expression of opinion of the investigating officer as to whether the charges can be sustained.

2. The substance of such material statement, if any, as the accused may have voluntarily made in connection with the case during the investigation thereof.

3. A summary of the extenuating circumstances, if any, connected with the case. (Par. 76, Manual for Courts-Martial.)

332. *"Model" report of investigating officer*

(a)

Camp Gaillard, C. Z.,
March 12, 1917.

Memorandum for the C. O.:

I have investigated the charges herewith against Pvt. Smith, and, in my opinion, they can be sustained. He did not wish to submit anything. (Or, he did not wish to submit any evidence, but voluntarily made an immaterial statement which does not extenuate the offense with which he is charged.)

Betts J. Stebs,
Cpr, 29th Inf.

Or,

(b) I have investigated the charges herewith against Pvt. Smith, and in my opinion they can be sustained. Under oath (or, not under oath), Pvt. Smith voluntarily made, in substance, the following material statement:

* * * * * * * * * * * * *

He also introduced the witnesses named below, who, under oath, made the extenuating statements indicated:

SERGT. JOHN A. JONES, CO. "A," 29TH INF.:

* * * * * * * * * * * * *

PVT. THOMAS JENKS, CO. "B," 29TH INF.:

* * * * * * * * * * * * *

JOHN A. SOM,
Major, 29th Inf.

NOTES

1. An officer detailed to investigate charges is, under A. R. 684, empowered to administer oaths, and all witnesses examined should be examined under oath. It is optional with the accused as to whether he will testify under oath or merely make an unsworn statement.

2. The investigating officer should always carefully explain to the accused that the investigation is in no way whatsoever a trial, and that the accused is not required to make a statement of any kind, or submit any evidence, unless he so desires, and whatever he says or submits must be entirely voluntary on his part.

333. Summary of testimony expected. When charges are to be tried by a court other than summary, they will be accompanied by a brief statement of the substance of all material testimony expected from each material witness, both those of the prosecution and those of the defense. (Par. 1, page 333, Manual for Courts-Martial.)

"Model" of summary of evidence

U. S. VS. PVT. CHARLES ENGEL, JR., CO. "C," 29TH INF.

SUMMARY OF EVIDENCE EXPECTED FROM EACH WITNESS

CAPT. JAS. A. ROSS, 29TH INF. I will testify as follows: About 4:15 A. M., Feb. 2, 1916, while inspecting Post No. 5, as Officer of the Day, I found Pvt. Engel sound asleep, and had to shake him by the shoulder to wake him up. He admitted to me that he had been asleep, but claimed he wasn't feeling well when he was posted.

JAS. A. ROSS,
Capt., 29th Inf.

SERGT. HENRY J. HARRIS, CO. "A," 29TH INF. I will testify as follows: About 4:15 A. M., Feb. 2, 1916, while accompanying the Officer

of the Day, Capt. Jas. A. Ross, 29th Inf., on a tour of inspection of the guard, Pvt. Engel, who was posted on Post No. 5, was found sound asleep and the Officer of the Day had to shake him by the shoulder to wake him up.

HENRY J. HARRIS,
Sergt., Co. "A," 29th Infantry.

334. Papers to accompany charges. When charges are preferred for trial other than by summary court, they will be accompanied by:

1. A brief statement of the substance of all material testimony expected from each material witness, both those for the prosecution and those for the defense, together with all available and necessary information as to any other actual or probable testimony or evidence in the case; and

2. In the case of a soldier, by properly authenticated evidence of convictions, if any, of an offense or offenses committed by him during his current enlistment and within one year next preceding the date of the alleged commission by him of any offense set forth in the charge. (Par. 1, page 333, Manual for Courts-Martial.)

335. Indorsement forwarding charges. In his indorsement forwarding charges for trial by general court-martial, the commanding officer will include:

1. The name of the officer who investigated the charges;

2. The opinion of both such officer and himself as to whether the several charges can be sustained;

3. The substance of such material statement, if any, as the accused may have voluntarily made in connection with the case during the investigation thereof;

4. A summary of the extenuating circumstances, if any, connected with the case; and

5. His recommendation of action to be taken.

"Model" indorsement

1ST IND.

Hq. Fort Niagara, N. Y., March 12/17. To Comdg. Genl., Eastern Dept.

1. These charges have been investigated by Major John A. Smith, 50th Inf., who reports as follows: "I have investigated these charges and in my opinion they can be sustained. The accused declined to make any statement or present any evidence."

2. In my opinion the charges can be sustained, and trial by general court-martial is recommended. Evidence of two previous convictions, and synopsis of evidence from witnesses, are inclosed.

4 incls.

S. C. ALLEN,
C.

Or,

1. I have personally investigated this case and am of the opinion that the charges can be sustained.

2. Trial by general court-martial is recommended.

3. Evidence of two previous convictions, and synopsis of evidence from witnesses, are inclosed.

4 incls.

S. C. ALLEN,
Col. 50th Inf., Comdg.

336. Weekly report of charges on hand. On Saturday of each week each judge-advocate of a general court-martial will report, through the president of the court and the post commander, to the convening authority, a list of charges on hand, showing the date of receipt of each; and if any case has been in the hands of the judge-advocate for one week or more and the record of trial has not been forwarded to the convening authority, the report will include a statement of the reasons for the delay.

No record need be made of this report by the president of the court or the commanding officer. (Par. 104, Manual for Courts-Martial.)

"Model" report

Camp Gaillard, C. Z.,
September 30, 1916.

From: Judge-Advocate, General Court-Martial.
To: Commanding General, U. S. Troops, Ancon, C. Z.
Subject: Report of Charges.

No.	Name	Rank	Company	Date Rec'd
2	DeMartin, Michal	Pvt.	E, 29th Inf.	Sept. 23, 1916.
3	Mark, Nathan	Pvt.	E, 29th Inf.	Sept. 23, 1916.

These cases were tried on Friday, September 29, 1916.

JOHN W. SLANG,
1st Lieut., 29th Infantry

1ST IND.

Camp Gaillard, C. Z., September 30-16—To Commanding Officer.

JAS. A. ROSS,
Major, 29th Inf.,
President, G. C. M.

337. Forms for charges and specifications. The following instructions regarding the preparation of charges, specimen charges, and forms for charges and specifications, are taken from Appendix 4, Manual for Courts-Martial:

INSTRUCTIONS

The following forms for charges and specifications will constitute general guide for use in the drafting of charges and specifications un

the several articles of war, not only for offenses provided for in the forms, but for offenses not so provided for:

(a) When there is more than one charge the charges will be numbered, using the Roman numerals, viz., I, II, etc.

(b) When there is more than one specification under a charge the specifications under that charge will be numbered, using the Arabic numerals viz., 1, 2, etc.

(c) The form provided for the charge will not in any case be abbreviated, added to, or deviated from.

(d) The several forms provided for specifications will be added to or deviated from only when circumstances make such addition or deviation desirable, but in charging minor offenses with a view to trial by summary court they may in proper cases be abbreviated.

(e) The words inclosed in parentheses or brackets, or both, in the forms for specifications may or may not be used, as circumstances require.

(f) The blanks inclosed in parentheses in the forms for specifications indicate that, in a proper case, a proper substitute may be used for the next preceding inclosure in parentheses.

(g) The name of the accused as entered in the specification should, except in a case in which the jurisdiction of the court over the person is not dependent upon his being a person subject to military law, be accompanied by such descriptive language as will show that he is a person subject to military law and therefore subject to the jurisdiction of the court—as Pvt. John Doe, Company ——, ——— Infantry; Pvt. John Doe, ——— —— United States Marine Corps, detached for service with the Army by order of the President; John Doe, a retainer to the camp; John Doe, a person accompanying the Army of the United States without the territorial jurisdiction of the United States; John Doe, a person serving with the Army of the United States in the field; John Doe, a general prisoner; John Doe, a person under a sentence adjudged by a court-martial.

(h) The place and date of the commission of the alleged offense will ordinarily be stated in the body of the specification and not in a separate line at the end thereof.

(i) The words "officer preferring charge," or words of similar import, will not be used in connection with the signature of the officer who subscribes the charges.

SPECIMEN CHARGES

(To be placed on charge sheet, Form No. 594, A. G. O.)

CHARGE I: *Violation of the 54th Article of War.*

Specification: In that Private John Doe, Company F, 29th Infantry, New York, on July 24, 1917, without having first received

337 (contd.)

a regular discharge, by concealing willfully the fact that he was at the time of such enlistment a private under the name Richard Roe, in Company A, 2d Infantry, again enlist in Company F, 29th Infantry, and that he has at Fort Jay, New York, since said enlistment received allowances thereunder.

CHARGE II: *Violation of the 58th Article of War.*

Specification: In that Private John Doe, Company F, 29th Infantry, did, at Fort Jay, New York, on or about March 6, 1917, desert the service of the United States, and did remain absent in desertion until he was apprehended at Fort Jay, New York, on or about July 24, 1917.

CHARGE III: *Violation of the 96th Article of War.*

Specification 1: In that Private John Doe, Company F, 29th Infantry, did, at Fort Jay, New York, on March 6, 1917, strike Private John W. Davis, 3d Company, Fort Hamilton, a sentinel in the execution of a duty, in the face with his fist.

Specification 2: In that Private John Doe, Company F, 29th Infantry, did, at Fort Jay, New York, on March 6, 1917, disobey willfully a lawful order of Private John W. Davis, 3d Company, Fort Hamilton, a sentinel in the execution of a duty, to halt.

(Signed) JOHN JONES,
Captain, C. A. C.

FORMS

The following index to articles of war 54 to 96, will facilitate the finding of the proper article under which any given offense should be laid:

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Charge: Violation of the 5th Article of War.

1. *Specification:* In that —— did at —— on —— without having first received a regular discharge, by concealing willfully the fact that he was at the time of such enlistment a (private) (——) under the name —— in (Company ——, —— Infantry) (——) again enlist in ——, ——, and that he has at ——, since said enlistment received (pay) (allowances) (pay and allowances) thereunder.

2. *Specification:* In that —— did at —— on —— by concealing willfully the fact that he had under the name ——, at ——, on ——, been discharged of ——) as a (private) (——) (fr a felony to wit, ——) (——) rvice of the United States,

and has at ——, since said enlistment, received (pay) (allowances) (pay and allowances) thereunder.

3. *Specification:* In that —— did at —— on —— by concealing willfully the fact that he had, under the name ——, at ——, from about ——, 191—, to about ——, 191—, been imprisoned in a (reformatory) (jail) (penitentiary) under sentence of a civil court, procure himself to be enlisted in the military service of the United States and has at ——, since said enlistment, received (pay) (allowances) (pay and allowances) thereunder.

4. *Specification:* In that —— did at —— on —— by concealing willfully the fact that at the time of such enlistment he was (but —— years and about —— months of age) (a married man) (——) procure himself to be enlisted in the military service of the United States and has at —— since said enlistment received (pay) (allowances) (pay and allowances) thereunder.

Charge: Violation of the 55th Article of War.

5. *Specification:* In that —— did at —— on —— knowingly (enlist) (muster) into the military service one ——, (a) (an) (insane) (intoxicated) (——) person (who had been convicted of a felony) (under the age of 16 years) (——).

Charge: Violation of the 56th Article of War.

6. *Specification:* In that ——, being on duty as ——, and knowing that at the time of such signing said muster roll contained the name of ——, as a soldier and member of said company and as present for duty and knowing that said —— was not a soldier, was not a member of said company, and was not present for duty, did, at —— on —— (allow) (direct) —— to sign the muster roll of —— for the period ——, 191—.

7. *Specification:* In that ——, being on duty as ——, and knowing that at the time of such signing said muster roll contained a statement that one ——, a private of said ——, was present and mustered and knowing that said statement was false in that said —— was absent without leave, did at —— on—— (allow) (direct) —— to sign the muster roll of —— for the period ——, 191—.

8. *Specification:* In that —— did at —— on —— knowingly falsely muster as (present) (——) ——, whereas said —— was not (present) (——).

9. *Specification:* In that —— did at —— on —— knowingly falsely muster as a ——, Company ——, —th Infantry, one ——, who was not a soldier.

10. *Specification:* In that —— did at —— on —— sign the muster roll of ——, for the period ——, knowing the same falsely to contain a muster of one ——, as (present) (——) whereas said ——, was not so (present) (——).

11. *Specification:* In that —— did at —— on —— sign the muster roll of ——, for the period —— knowing the same falsely to contain a statement that ——, was (present) (——) although said —— was in fact (absent without leave) (——).

12. *Specification:* In that —— did at ——on —— in consideration of his knowingly allowing the muster-in rolls of —— on mustering in said ——, to show as (mustered in) (——) (—— persons who were not in fact mustered in) (——) take wrongfully from ——, (the sum of $——, United States currency) (——).

13. *Specification:* In that ——did at —— on —— in consideration of his knowingly allowing the muster rolls of ——, for the period ——, ——, 191—, on signing said rolls to show as (present and mustered) (——) —— who was in fact (absent in confinement) (——) take wrongfully from —— (the sum of $—— United States currency) (——).

Charge: Violation of the 57th Article of War.

14. *Specification:* In that —— did at —— on —— make a required return of —— for —— which he knew to be false in that it showed —— (absent with leave) (——) whereas said —— was in fact (absent without leave) (——).

15. *Specification:* In that ——did at —— on —— through (neglect) (design) omit (wholly) (from —— until ——) to render the required return of ——, pertaining to —— for the period ——.

Charge: Violation of the 58th Article of War.

16. *Specification:* In that —— did at —— on —— attempt to desert the service of the United States.

17. *Specification:* In that —— did at ——on —— in the (execution of a conspiracy) (presence of —— which the troops were opposing) attempt to desert the service of the United States.

18. *Specification:* In that —— did at —— on or about ——, 191—, desert the service of the United States, and did remain absent in desertion until he (was apprehended) (surrendered himself) at —— on or about ——, 191—.

19. *Specification:* In that —— did at —— on or about ——, 191—, in the (execution of a conspiracy) (presence of —— which the troops were opposing) desert the service of the United States, and did remain absent in desertion until he (was apprehended) (surrendered himself) at —— on or about ——, 191—.

Charge: Violation of the 59th Article of War.

20. *Specification:* In that —— did at —— on —— (advise) (persuade) —— to desert the service of the United States.

21. *Specification:* In that —— did at ——on —— by —— to desert the service of the United States.

Charge: Violation of the 60th Article of War.

22. *Specification:* In that ——, having discovered that ——, a soldier in his command, was a deserter from the (military service) (naval service) (Marine Corps) did at —— on —— retain said deserter in his command without informing superior authority or the commander of the organization to which the deserter belonged.

Charge: Violation of the 61st Article of War.

23. *Specification:* In that ——, did at —— on —— without proper leave absent himself from his —— from about ——, 191—, to about ——, 191—.

24. *Specification:* In that ——, did at —— on —— fail to repair at the fixed time to the properly appointed place (of assembly) for ——.

25. *Specification:* In that ——, did at —— on —— without proper leave, leave the properly appointed place (of assembly) for ——.

Charge: Violation of the 62d Article of War.

26. *Specification:* In that ——, did at —— on —— (orally and publicly) (——) against the —— of the (United States) (—— in which he was then quartered) use, in substance, the following (contemptuous) (disrespectful) (contemptuous and disrespectful) language ——.

Charge: Violation of the 63d Article of War.

27. *Specification:* In that ——, did at —— on —— say (to) (of) (to and of) (in the hearing of) (in the hearing of and of) —— his superior officer, that ——, or words to that effect.

28. *Specification:* In that ——, did at —— on —— (contemptuously turn from and leave) (——) ——, his superior officer, (while said —— was talking to him) (——).

Charge: Violation of the 64th Article of War.

29. *Specification:* In that ——, did at —— on —— disobey willfully a lawful command of ——, his superior officer to ——.

30. *Specification:* In that —— did at —— on —— willfully (draw) (lift up) a —— against ——, his superior officer, in the execution of his office.

31. *Specification:* In that ——, did at —— on —— with (a pistol) (——) willfully (shoot and kill) (——) ——, his superior officer in the execution of his office.

32. *Specification:* In that ——, did at —— on —— willfully strike his superior officer in the execution of his office, (in) (on) the ——, with (a) (his) ——.

Charge: Violation of the 65th Article of War.

33. *Specification:* In that ——, did at —— on —— disobey willfully a lawful order of ——, in the execution of his office to ——.

34. *Specification:* In that ——, did at —— on —— (attempt)

(threaten) to (strike) (——) —— in the execution of his office, (in) (on) the —— with (a) (his) ——.

35. *Specification:* In that ——, did at —— on ——in (an insubordinate) (a disrespectful) (an insubordinate and disrespectful) manner say to ——, in the execution of his office.

36. *Specification:* In that ——, did at —— on —— willfully (strike) (assault) ——, in the execution of his office by —— him (in) (on) the —— with (a) (his) ——.

Charge: Violation of the 66th Article of War.

37. *Specification:* In that —— did at —— on ——, with intent to (over-ride) (subvert) (usurp) superior military authority (urge upon about —— enlisted men that they) (——), in defiance of such authority, ——.

38. *Specification:* In that —— did at —— on ——, with intent to (over-ride) (subvert) (usurp) superior military authority (unlawfully assume control over about —— enlisted men and did in the execution of such control order said men to disregard and defy the orders of ——, and to refuse to ——, and did, for about one-half hour, and until overpowered, lead and continue to lead said men in said disregard, defiance, and refusal) (——).

39. *Specification:* In that —— did at —— on —— voluntarily join in and become one of [a party of enlisted men, who with intent to (over-ride) (subvert) (usurp) superior military authority and acting together in open defiance of such authority were ——] (——).

Charge: Violation of the 67th Article of War.

40. *Specification:* In that ——, (knowingly) (having reason to believe) that a (mutiny) (sedition) was to take place, did at —— on —— fail (wholly) (from about —— to about ——) to give information thereof to his commanding officer.

41. *Specification:* In that ——, being present at a (mutiny) (sedition) at —— on —— did not use his utmost endeavor to suppress the same.

Charge: Violation of the 68th Article of War.

42. *Specification:* In that ——, (being) (having been) engaged in a (quarrel) (fray) (disorder) and having by —— been ordered into (arrest) (confinement) did at —— on —— (refuse to obey) (draw a —— upon) (threaten in words substantially as follows ——) the said ——.

Charge: Violation of the 69th Article of War.

43. *Specification:* In that —— did at —— on —— (break his arrest) (escape from confinement).

Charge: Violation of the 71st Article of War.

44. *Specification:* In that —— did at ——on —— refuse to (receive) (keep) one ——, a prisoner duly committed to his charge.

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Charge: Violation of the 72d Article of War.

45. *Specification:* In that —— did at —— on —— fail to report (as soon as relieved from his guard) (within twenty-four hours after his confinement) in writing to the commanding officer, the name of, offense charged against, and name of officer committing ——, a prisoner committed to his charge.

Charge: Violation of the 73d Article of War.

46. *Specification:* In that —— did at —— on —— (without proper authority release) through (design) (neglect) suffer to escape ——, a prisoner duly committed to his charge.

Charge: Violation of the 74th Article of War.

47. *Specification:* In that —— did at —— on ——, upon application duly made, (refuse) (neglect willfully) to (aid the officers of justice in apprehending and securing) (deliver over to the civil authorities) ——, a person accused of (a crime) (an offense) against the laws of ——.

Charge: Violation of the 75th Article of War.

48. *Specification:* In that —— did at —— on —— (abandon) (deliver up) shamefully ——, which it was his duty to defend.

49. *Specification:* In that —— did at —— on —— cast away his (rifle) (ammunition) (——).

50. *Specification:* In that — - did at —— on ——, without due cause, while his —— was engaged with the enemy, abandon it, and did thereafter, without due cause, fail to rejoin it.

51. *Specification:* In that —— did at —— on —— cause a false alarm in (camp) (garrison) (quarters) (——).

52. *Specification:* In that —— did at —— on —— quit his (company) (post) (——) for the purpose of (pillaging) (plundering) (pillaging and plundering).

53. *Specification:* In that —— being with (his company) (——) engaged with the enemy, did at —— on —— run away.

54. *Specification:* In that ——, there being no sufficient cause for (abandoning) (delivering up) the said ——, did at —— on —— [urge upon about —— enlisted men that they (abandon) (deliver up) ——] (——), which it was their duty to defend.

55. *Specification:* In that ——, did at —— on —— (suggest to) (advise) (——) —— with his company engaged with the enemy that he discontinue his participation in the engagement and hide.

56. *Specification:* In that ——, did at —— on —— (suggest to) (advise) (——) ——, on outpost duty to run away.

Charge: Violation of the 76th Article of War.

57. *Specification:* In that ——, (an officer) (a soldier) under his command, did at —— on —— with other such (officers) (soldiers)

(officers and soldiers) by (running away) (——) compel ——, the commander of ——, (to abandon it) (give it up to the enemy).

58. *Specification:* In that ——, ——, —— (officers) (soldiers) (officers and soldiers), under his command, did at —— on —— jointly and acting in concert, by refusing willfully to perform further duty in defense thereof, compel ——, the commander of ——, to (abandon it) (give it up to the enemy).

Charge: Violation of the 77th Article of War.

59. *Specification:* In that ——, having received as (countersign) (parole) the word —— did at —— on —— give to ——, as (countersign) (parole) the word ——.

60. *Specification:* In that —— did at —— on —— make known the (countersign) (parole) to ——, a person not entitled to receive it.

Charge: Violation of the 78th Article of War.

61. *Specification:* In that ——, did at —— on —— in violation of a safeguard protecting certain premises at ——, occupied by ——, forcibly (remove) (cause to be removed) therefrom ——.

Charge: Violation of the 79th Article of War.

62. *Specification:* In that ——, did at —— on —— appropriate wrongfully ——, value about $——, and ——, value about $——, total value about $——, public property taken from the enemy.

63. *Specification:* In that —— did, at —— on —— neglect to secure for the service of the United States, ——, value about $——, and ——, value about $——, total value about $——, public property taken from the enemy.

Charge: Violation of the 80th Article of War.

64. *Specification:* In that ——, thereby (expecting) (receiving) (expecting and receiving) (profit) (benefit) (advantage) (profit, benefit, and advantage) to (himself) (——, one connected with himself) did at —— on —— unlawfully (buy) (sell) (——) the following specified articles of (captured) (abandoned) property, viz: ——, value about $——, and ——, value about $——, total value about $——.

65. *Specification:* In that ——, ——, value about $——, and ——, value about $——, total value about $——, (captured) (abandoned) property having come into his (possession) (custody) (control) did at —— on —— fail to give notice thereof to the proper authority and to turn over such property to the proper authority without delay.

Charge: Violation of the 81st Article of War.

66. *Specification:* In that —— did at —— o
of enemy forces of the whereabouts of a milit
forces.

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67. *Specification:* In that —— did at —— on —— knowingly secrete and conceal from a patrol of the United States forces, one —— an enemy.

68. *Specification:* In that —— did at —— on —— write and transmit by messenger to the enemy, a communication substantially as follows ——.

69. *Specification:* In that —— did at —— on —— furnish and deliver to the enemy ——, value about $——; and ——, value about $——; total value about $——.

Charge: Violation of the 82d Article of War.

70. *Specification:* In that ——, did at —— on —— (acting clandestinely) (on false pretenses) (acting clandestinely and on false pretenses) (obtain) (endeavor to obtain) information in the zone of operations of the United States Army with the intention of communicating it to the enemy.

Charge: Violation of the 83d Article of War.

71. *Specification:* In that —— did at —— on —— (through neglect) (willfully) suffer ——, value $——, military property belonging to the United States, to be (lost) (spoiled) (damaged) (sold) (——).

Charge: Violation of the 84th Article of War.

72. *Specification:* In that —— did at —— on —— (through neglect) (willfully) (injure) (lose) ——, value $——, issued for use in the military service.

73. *Specification.* In that —— did at —— on —— (sell) (——) —— value $——, issued for use in the military service.

Charge: Violation of the 85th Article of War.

74. *Specification:* In that —— was at —— on —— found drunk (at) (on) (on duty as) ——.

Charge: Violation of the 86th Article of War.

75. *Specification:* In that ——, a sentinel, was at —— on —— found (drunk) (sleeping) upon his post.

76. *Specification:* In that ——, a sentinel, did at —— on —— leave his post before he was regularly relieved.

Charge: Violation of the 87th Article of War.

77. *Specification:* In that ——, commanding ——, did at —— on ——, in connection with the sale by ——, to the United States, of ——, brought into said ——, for the use of the troops, for his private advantage, receive from (the said ——) (——) (the sum of $——) (——).

78. *Specification:* In that ——, commanding ——, did at —— on ——, for his private advantage, lay a (duty) (imposition) (duty and imposition) of $——, upon ——, brought into said —— for the use of the troops.

Charge: Violation of the 88th Article of War.

79. *Specification:* In that —— did at —— on —— (strike and beat) (——) ——, a person bringing (provisions) (supplies) (——) to the forces of the United States.

80. *Specification:* In that —— and ——, acting jointly and in concert, did at —— on ——, with (attack) (——) ——, a person bringing (provisions) (supplies) (——) to the forces of the United States.

81. *Specification:* In that —— did at —— on —— by violent threats intimidate ——, a person bringing (provisions) (supplies) (——) to the forces of the United States.

Charge: Violation of the 89th Article of War.

82. *Specification:* In that ——, did at —— on —— pillage a (dwelling-house) (——) and did in so doing, remove therefrom as plunder (property) (——) of the value of about $——.

83. *Specification:* In that ——, did at —— on —— with others, by engaging willfully in a disorder cause a cow, the property of ——, in pasture, severely to injure herself.

84. *Specification:* In that ——, did at —— on —— willfully permit the horses of his troop to trample and waste an oat field of ——.

85. *Specification:* In that ——, did at —— on —— with others, destroy, willfully, and without the order of his commanding officer, a building, value about $——.

86. *Specification:* In that ——, a commanding officer, upon complaint made to him that soldiers of his command had (damaged) (destroyed) (taken wrongfully) (damaged, destroyed, and taken wrongfully) (——) property (——) of ——, did at —— on ——, (refuse) (omit) to see reparation made as provided for by law.

Charge: Violation of the 90th Article of War.

87. *Specification:* In that ——, did at —— on —— say to —— (you don't dare to fight, you are a coward) (——) or words to that effect, and did at the same time (shake his closed fist in the face of the said ——) (——).

Charge: Violation of the 91st Article of War.

88. *Specification:* In that ——, having (reason to believe) (knowledge) that a duel was (about to be fought) (being fought) between —— and ——, did at —— on —— willfully fail to take proper action toward preventing (stopping) such duel.

89. *Specification:* In that ——, **having knowledge**
fight a duel (sent) (about to be sent)
fail to report the fact promptly to t

90. *Specification:* In that —
with ——.

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91. *Specification:* In that ——, did at —— on —— act as second at a duel between —— and ——.

Charge: Violation of the 92d Article of War.

92. *Specification:* In that ——, did at —— on —— with malice aforethought by (shooting him with a rifle) (——) willfully, feloniously, and unlawfully kill one ——, a human being.

93. *Specification:* In that ——, did at —— on —— forcibly and against her will, have carnal knowledge of ——.

Charge: Violation of the 93d Article of War.

94. *Specification:* In that ——, did at —— on —— willfully and maliciously, burn the (dwelling-house) of ——.

95. *Specification:* In that ——, did at —— on —— with intent to (do him bodily harm) (commit a felony, viz., ——) (strike) (——) (in) (on) the —— with a ——.

96. *Specification:* In that ——, did at —— on —— in the night-time break into and enter the (dwelling-house) (——) of ——, with intent to commit a felony, viz., ——.

97. *Specification:* In that —— did, at —— on —— fraudulently convert to his own use and benefit, —— value about $——, the property of ——, intrusted to him.

98. *Specification:* In that —— did, at —— on —— feloniously take, steal, and carry away ——, value about $——, the property of ——.

99. *Specification:* In that —— did, at —— on —— by ——, him, (in) (on) the —— with a ——, willfully and unlawfully kill ——.

100. *Specification:* In that —— did, at —— on —— by ——, willfully, unlawfully disable the —— of ——.

101. *Specification:* In that —— having in a (trial by court-martial of ——) (deposition for use in a trial by court-martial of ——) (——) taken an oath, before a competent (tribunal) (officer) (person) that [he would (testify) (declare) (depose) (certify) truly] [a (declaration) (deposition) (certificate) (——) subscribed by him was true] did at —— on —— willfully and contrary to such oath, (state) (subscribe a statement) in substance that ——, which statement was a material matter and which statement he did not then believe to be true.

102. *Specification:* In that —— did, at ——, on ——, by (force and violence) (putting him in fear) steal from the (person) (presence) of ——, ——, value about $——, property of the said ——.

Charge: Violation of the 94th Article of War.

103. *Specification:* In that ——, knowing such claim to be (false) (fraudulent) (false and fraudulent), did, at ——, on ——, (make) (cause to be made by ——) a claim against the (United States) (Quartermaster ——) (——) in the amount of $——, for [private property al to have been (lost) (destroyed) in the military service] (——)

104. *Specification:* In that ——, knowing such claim to be (false) (fraudulent) (false and fraudulent) did, at ——, on ——, (present) (cause to be presented by ——) for (approval) (payment) (approval and payment) a claim against the (United States) (Quartermaster ——) (——) in the amount of $——, for (services alleged to have been rendered to the United States by ——) (——).

105. *Specification:* In that —— did, at ——, on ——, enter into an (agreement) (conspiracy) (agreement and conspiracy) with ——, to defraud the United States by (obtaining) (aiding others to obtain) the (allowance) (payment) (allowance and payment) of a (false) (fraudulent) (false and fraudulent) claim against the United States in the amount of $——, for [supplies (——) alleged to have been furnished to the United States by ——] (——).

106. *Specification:* In that ——, for the purpose of (obtaining) (aiding others to obtain) the (approval) (allowance) (payment) (approval, allowance, and payment) of a claim against the (United States) (Quartermaster ——) (——) did, at ——, on ——, (make) (use) (make and use) a ——, knowing the same to contain a statement that ——, and knowing such statement to be (false) (fraudulent) (false and fraudulent).

107. *Specification:* In that ——, for the purpose of (obtaining) (aiding others to obtain) the (approval) (allowance) (payment) (approval, allowance, and payment) of a claim against the (United States) (Quartermaster ——) (——) did, at ——, on ——, (advise) (procure) (advise and procure) the (making) (use) (making and use) of a —— knowing the same to contain a statement that ——, and knowing such statement to be (false) (fraudulent) (false and fraudulent).

108. *Specification:* In that ——, for the purpose of (obtaining) (aiding others to obtain) the (approval) (allowance) (payment) (approval, allowance, and payment) of a claim against the (United States) (Quartermaster ——) (——) did, at ——, on ——, (make) (procure the making of) (advise the making of) (advise and procure the making of an oath) that ——, knowing such oath to be false.

109. *Specification:* In that ——, for the purpose of (obtaining) (aiding others to obtain) the (approval) (allowance) (payment) (approval, allowance, and payment) of a claim against the (United States) (Quartermaster ——) (——) did, at ——, on ——, (forge) (counterfeit) (forge and counterfeit) the signature —— upon a ——, in words and figures substantially as follows: ——.

110. *Specification:* In that ——, for the purpose of (obtaining) (aiding others to obtain) the (approval) (allowance) (payment) (approval, allowance, and payment) of a claim against the (United States) (Quartermaster ——) (——) did, at ——, on ——, (advise) (pro-

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cure) (advise and procure) the (forging) (counterfeiting) (forging and counterfeiting) of the signature —— upon a —— in words and figures substantially as follows: ——.

111. *Specification:* In that ——, for the purpose of (obtaining) (aiding others to obtain) the (approval) (allowance) (payment) (approval, allowance, and payment) of a claim against the (United States) (Quartermaster ——) (——) knowing such signature to be (forged) (counterfeited) (forged and counterfeited) did, at —— on —— (use) (advise the use of) (procure the use of) the forged counterfeited signature. ——, upon a —— in words and figures substantially as follows: ——.

112. *Specification:* In that ——, having (charge) (possession) (custody) (control) of (money) (——) of the United States (furnished) (intended) (furnished and intended) for the military service thereof, did, at —— on —— deliver knowingly to ——, he having authority to receive the same, —— dollars, —— cents (——) thereof less than that for which he received a (certificate) (receipt).

113. *Specification:* In that —— being authorized to (make) (deliver) (make and deliver) a paper certifying the receipt of property of the United States (furnished) (intended) (furnished and intended) for the military service thereof, did at —— on —— without having full knowledge of the truth of the statements therein contained and with intent to defraud the United States (make) (deliver) (make and deliver) to —— a writing in words and figures substantially as follows:—

114. *Specification:* In that —— did at —— on —— (feloniously take, steal, and carry away) (embezzle) (misappropriate knowingly and willfully) (apply to his own use) (apply to his own benefit) (apply to his own use and benefit) (sell wrongfully) (sell knowingly) (sell wrongfully and knowingly) (——) ——, value about $——, property of the United States, (furnished) (intended) (furnished and intended) for the military service thereof.

115. *Specification:* In that —— did, at —— on —— (purchase) (receive in pledge) knowingly for an (obligation) (indebtedness) from ——, ——, value about $——, property of the United States, said —— not having the lawful right to (sell) (pledge) the same.

Charge: Violation of the 95th Article of War.

116. *Specification:* In that ——, being indebted to various creditors in the sum of about —— and being without either means or probable means with which to liquidate within a reasonable time said indebtedness did, at —— on —— unnecessarily contract with —— a further indebtedness of about ——.

117. *Specification:* In that ——, was, at —— on ——, while in uniform, in the presence and hearing of several persons so (drunk) (disor-

derly) (drunk and disorderly) as to disgrace the military service.

118. *Specification:* In that ——, having for a valuable consideration assigned to ——, his claim for pay in full against the United States for the month of ——, 191—, did, at —— on ——, for another valuable consideration, assign to ——, a second claim for pay in full against the United States for the said month of ——, 191—, which second claim was by him known to be false and fraudulent.

119. *Specification:* In that ——, having on or about ——, become indebted to ——, in the sum of about ——, did, at —— on ——, to the disgrace of the military service fail to liquidate said indebtedness.

120. *Specification:* In that ——, having on or about —— become indebted to ——, in the sum of about —— and having failed to liquidate said indebtedness and having on or about ——, promised in writing to said ——, that he would on or about —— (settle such indebtedness in full) (pay on such indebtedness the sum of ——) did, at —— on ——, to the disgrace of the military service, fail to keep said promise.

121. *Specification:* In that —— did, at ——, on ——, knowingly (in) (on) (his official pay account for the month of ——, 191—,) (——), falsely certify that ——.

122. *Specification:* In that —— did, at ——, on ——, knowingly, falsely, (report) (state) to his commanding officer, ——, that ——.

123. *Specification:* In that —— did, at ——, on ——, falsely represent to —— that ——, or words to that effect, and did, upon such representation (obtain on credit from the said —— to the value of about ——) (——).

124. *Specification:* In that ——, having, on or about ——, pledged himself on honor to abstain from the use of alcoholic liquor (for ——) (until ——), did, at ——, on ——, prior to the expiration of said pledge and in violation thereof, drink alcoholic liquor.

Charge: Violation of the 96th Article of War.

The following index to the specifications given under this article will facilitate the finding of any desired specification:

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SPECIFICATIONS

125. *Specification:* In that —— did, at ——, on —— abandon his guard.

126. *Specification:* In that —— did, at ——, on ——, [kick a public (horse) (——) in the belly] (——).

127. *Specification:* In that —— did, at ——, on ——, allow ——, a prisoner under his charge, to (go to) (enter) (go to and enter) an unauthorized place, viz.: ———.

128. *Specification:* In that —— did, at ——, on ——, allow ——, a prisoner under his charge to (hold unauthorized conversation) (loiter) (neglect his task) (obtain ——) (——).

129. *Specification:* In that ——, having received orders to require a prisoner under his charge to ——, did, at ——, on ——, instead allow said prisoner to ——.

130. *Specification:* In that —— did, at ——, on ——, without authority, appear in civilian clothing.

131. *Specification:* In that —— did, at ——, on ——, appear (at) (on) —— (without his ——) (with his —— not buttoned) (in an unclean ——) (——).

132. *Specification:* In that —— did, at ——, on ——, attempt to (strike) (——) —— (in) (on) the —— with ——.

133. *Specification:* In that —— did, at ——, on ——, (strike) (——) —— (in) (on) the —— with ——.

134. *Specification:* In that —— did, at ——, on ——, assault feloniously, with (an iron bar) (——), one ——.

135. *Specification:* In that —— did at —— on —— attempt to (strike) (——) ——, a sentinel in the execution of his duty (in) (on) the —— with ——.

136. *Specification:* In that ——, did at —— on —— (strike) (——) ——, a sentinel in the execution of his duty (in) (on) the —— with ——.

137. *Specification:* In that —— did at —— on —— attempt to escape from confinement.

138. *Specification:* In that ——, a prisoner, did at —— on —— say to ——, a sentinel, "I don't have to stop talking and no —— like you can make me," or words to that effect.

139. *Specification:* In that —— did at ——on —— break restriction to ——.

140. *Specification:* In that —— did at —— on —— carry concealed a ——.

141. *Specification:* In that —— did at —— on —— (urinate) (defecate) (——) (on the floor of the squad room) (——).

142. *Specification:* In that —— did at —— on —— [(conceal) (destroy) (mutilate) (obliterate) (remove) (willfully and unlawfully)] [(take and carry away with intent to) (conceal) (destroy) (mutilate) (obliterate) (remove) (steal) (the same)] (the descriptive list of ——) (——) a public record.

143. *Specification:* In that —— and —— did conspire to escape from confinement.

144. *Specification:* In that —— did at —— on —— destroy willfully, ——, value about ——, property of the United States.

145. *Specification:* In that —— did at —— on —— through carelessness, discharge a (service rifle) (——) (in his squad room) (in his tent) (——).

146. *Specification:* In that —— did at —— on —— disobey willfully, a lawful order of ——, a sentinel in the execution of his duty, to ——.

147. *Specification:* In that —— was at —— on —— (drunk) (disorderly) (drunk and disorderly) in (camp) (post) (quarters) (——).

148. *Specification:* In that —— was at —— on —— (drunk) (disorderly) (drunk and disorderly) in uniform and did thereby bring discredit upon the military service.

149. *Specification:* In that —— did at —— on —— drink intoxicating liquor with a prisoner under his charge.

150. *Specification:* In that ——, a prisoner, was at —— on —— found drunk.

151. *Specification:* In that —— did at —— on —— fail to obey a (lawful order of ——) (standing order) (regulation) to ——.

152. *Specification:* In that —— did at —— on —— fail to obey a lawful order of ——, a sentinel in the execution of his duty to ——.

337 (contd.)

153. *Specification:* In that —— did, at from about —— to about —— fail to pay a just debt of $——, owed by him to one ——.

154. *Specification:* In that —— did, at from about ——to about ——, fail to pay a just debt of $——, owed by him to one —— and did thereby bring discredit upon the military service.

155. *Specification:* In that —— did at —— on —— fail to report for prophylactic treatment.

156. *Specification:* In that —— did at —— on —— officially knowingly falsely (report) (state) to ——, that ——.

157. *Specification:* In that —— having in a (trial by court-martial of ——) (deposition for use in a trial by court-martial of ——) (——) taken an oath, before a competent (tribunal) (officer) (person) that [(he would testify) (declare) (depose) (certify) (truly)] [a (declaration) (deposition) (certificate) (——) subscribed by him was true] did, at —— on ——, willfully and contrary to such oath, (state) (subscribe a statement) in substance that ——, which statement he did not then believe to be true.

158. *Specification:* In that —— did, at —— on —— falsely and fraudulently (forge the signature "——" to a worthless instrument) (——) in words and figures substantially as follows: ——.

159. *Specification:* In that —— did, at —— on ——, gamble with ——, a person of lower military rank.

160. *Specification:* In that —— did, at —— on ——, gamble in quarters, in violation of orders.

161. *Specification:* In that —— did, at —— on ——, while (at a barrack window) (——) expose to public view his (——).

162. *Specification:* In that —— did, at —— on ——, (for and in behalf of one ——) under an agreement whereby the said —— was to receive for the use of said money for about ——, the sum of $——, United States currency, loan to —— the sum of ——, United States currency.

163. *Specification:* In that ——, a sentinel, did at —— on —— loiter.

164. *Specification:* In that —— did, at —— on ——, by falsely representing and pretending —— ——, obtain fraudulently from ——, ——, of the value of about $——, and did thereby bring discredit upon the military service.

165. *Specification:* In that —— did, at —— on ——, refuse to submit to (dental) (medical) treatment which was necessary to (restore) (maintain) his efficiency as a —— and which was without risk to his life.

166. *Specification:* In that —— did, at ——, on ——, refuse to submit to a surgical operation which was necessary for the removal of a disability which prevented the full performance of all military duties that could properly be required of him, and which was without risk to his life.

167. *Specification:* In that ——, a (sentinel) (sentry) was, at——, on ——, found sitting down.

168. *Specification:* In that —— did, at ——, on ——, commit sodomy upon the person of one ——.

169. *Specification:* In that —— did, at ——, on ——, straggle on the march.

170. *Specification:* In that —— did, at ——, on ——, strike willfully (in) (on) the ——, with ——, ——, a sentinel in the execution of his duty.

171. *Specification:* In that —— did, at ——, on ——, procure one ——, who had taken an oath before a competent (tribunal) (officer) (person) in a (trial by court-martial of ——) (deposition for use in a trial by court-martial of ——) (——) that [he would (testify) (declare) (depose) (certify truly)] [a (declaration) (deposition) (certificate) (——) subscribed by him was true] contrary to such oath (state) (subscribe a statement) in substance that ——, which statement was a material matter and which statement he did not then believe to be true.

172. *Specification:* In that —— did, at ——, on ——, threaten to (strike) (——) (in) (on) the —— with a ——, ——, a sentinel in the execution of his duty.

173. *Specification:* In that —— was, at ——, on ——, found with his —— unclean.

174. *Specification:* In that —— did, at ——, on ——, call ——, a sentinel in the execution of his duty (a liar) (——).

175. *Specification:* In that ——, knowing such instrument to be forged, did, at ——, on ——, fraudulently utter as genuine an instrument in words and figures substantially as follows: ——, and did, at ——, on ——, fraudulently receive therefor (the sum of $——) (——).

176. *Specification:* In that ——, a prisoner on parole, did, at ——, on ——, by ——, violate a condition of his parole that ——.

CHAPTER XXI

CERTIFICATES, AFFIDAVITS, AND PROCEEDINGS OF BOARDS AND COUNCILS

338. Certificates. In determining property responsibility and accountability by survey, the evidence of officers is submitted in the form of certificates and the evidence of enlisted men and civilians, in the form of affidavits.

"Model" form of certificate

Fort Missoula, Mont.,
March 12, 1917.

I certify that I received in good condition from Charles and Co., the following-named stores:

(a)	Potatoes:	
	January 1, 1917,	6,000 pounds
	January 25, 1917,	5,000 pounds
		11,000 pounds
(b)	Onions:	
	January 1, 1917,	1,000 pounds
	January 25, 1917,	1,200 pounds
		2,200 pounds

During January and February, 1917, these potatoes and onions were sorted from time to time in order to save the good ones. In these assortments the following quantities were found unfit for sale or issue:

1,000 pounds of potatoes @ 10c	$100.00
200 pounds onions @ 10c	20.00
	$120.00

I would further certify that I have taken proper care of these stores and deterioration they may have undergone while in my possession was due to no fault or neglect on my part.

HENRY JONES,
Capt. 29th Inf.,
Quartermaster.

339. Affidavits. The following is the form for affidavits:

Fort Missoula,
County of Missoula, } ss:[1]
State of Montana.

Personally appeared before me, the undersigned authority for administering oaths, one John A. Smith, Quartermaster-Sergeant, Quartermaster Corps, who, being duly sworn, deposes and says: He is on duty in the subsistence branch of the Quartermaster Corps, at Fort Missoula, Mont., under the immediate orders of Capt. Henry Jones, 50th Inf., post quartermaster; that during the months of January and February, 1917, certain subsistence stores were received in original packages from Capt. H. J. Evans, Quartermaster Corps, St. Paul, Minn., and that upon opening said packages the following articles were found to be in a damaged condition and unfit for use or issue:

Bacon, issue, 100 lbs. @ 25c.....	$25.00
Apricots, 7 cans @ 30c.....	2.10
Apples, 10 cans @ 20c.....	2.00
Total	$29.10

Deponent further deposes and says that while said stores were in the possession of Capt. Evans, due care was exercised in their handling, storing, and preservation, and that any deterioration they may have undergone during that period was in no way due to fault or neglect on the part of Capt. Evans.

Further deponent sayeth not.

John A. Smith,
Q M. Sergt., Q. M. C.

Subscribed and sworn to before me this 12th day of March, 1917.

Robert Clay,
Major, 50th Inf.,
Summary Court.

NOTE

In swearing to an affidavit, the officer administering the oath does not read the entire affidavit to the deponent, but both officer and deponent being uncovered, the former, raising his right hand, says to the latter:

Raise your right hand. Do you swear that to the best of your knowledge and belief the contents of this affidavit are correct?

The deponent replies: I do.

Both officer and deponent then lower their hands and the latter signs the affidavit in the presence of the former.

[1] "ss" stands for "State Seal."

340. Preparation of proceedings of boards, number of copies, etc. The following instructions, based mostly on custom, should be observed in the preparation of the proceedings of boards:

How written. The proceedings should commence about one inch from the top and run down the page with a margin of about one inch on the left-hand side. If written, the page will be turned over, bottom up, and the record run down the reverse side the same way—if typewritten, each sheet will furnish one page of the record, which will begin at the top as previously described.

Paper—kind, how folded, etc. If practicable, legal cap paper should be used; it will be folded in four equal folds, and the pages will be joined at the top and numbered at the bottom consecutively.

Stationery may be obtained from the quartermaster on Form 204, Q. M. C., approved by the commanding officer.

Evidence. The evidence may all be documentary (in the form of certificates and affidavits), or it may be all verbal, or it may be verbal and documentary.

Except in the case of retiring boards and boards convened under A. R. 148½ (see Bull. 16, 1915), there is nothing specific in orders or regulations requiring that witnesses appearing before boards be sworn, and whether or not they are sworn is a matter for each board to decide for itself. However, the prevailing practice now-a-days is to swear all witnesses, which is done by the recorder, or, if there be none, then by the president.

Exhibits. All documents used as evidence (certificates, affidavits, letters, etc.), which must be originals or true copies, are marked in the lower left-hand corner, "A," "B," "C," etc. They are marked and appended in the order in which they are referred to in body of the proceedings.

Money value. Whenever the subject of the board's investigation involves funds or property, the money value thereof should be stated in the proceedings.

Signing of proceedings. It is *customary* for the proceedings to be signed by all members who concur in the finding and recommendation, if any. However, the author does not see why anyone except the president and the recorder should sign the proceedings. Only the president and the judge advocate of a general or special court-martial sign the proceedings, and if this practice is sound in the case of the formal proceedings of a court, surely it is equally as sound in the case of a board of officers which is not characterized by the legal formalities and technicalities of courts.

Adjournments are signed only by the recorder.

Minority report. Should a member not concur in the finding of the other members of the board, he submits a minority report, which is embodied in the record immediately after the majority report.

Extra leaf. If there be not at least two inches of blank space on the last page, immediately following the last signature, an extra leaf, for use of the convening authority, should be inserted between the last leaf and the appended evidence.

Number of copies. The number of copies of the proceedings depends upon circumstances—that is, it depends upon the number of offices that naturally and logically should have copies. As a rule, it may be said that proceedings of boards are submitted in duplicate.

The order convening the board should state the number of copies to be submitted.

Additional proceedings. In case the proceedings are returned for further action, any additional exhibits there may be, are marked with letters succeeding those already used and are appended in proper order to the original evidence. The additional proceedings are inserted between the original and the appended evidence, the object being to form a continuous, intelligent record.

In case an extra blank leaf has been added to the original report for the action of the convening authority, the unused portion of this page may be used for the additional proceedings.

President. The senior member, whether a staff or line officer, and whether the board be an examining board or other, is always president of the board.

Recorder. The junior member of a board is always the recorder, unless another member is designated in the order. (Judge-advocate General, 1900.)

Brief. The form for the brief is placed on the first outer fold—that is, the fold corresponding to the top of the proceedings and is as follows:—

(FIRST "MODEL")
PROCEEDINGS OF A BOARD
OF OFFICERS
Convened under A. R. 148½
Case:
PVT. PETER PANN
Co. "A," 50th Inf.

(SECOND "MODEL")
PROCEEDINGS OF A BOARD
OF OFFICERS
Convened at Fort Niagara, N. Y.
Purpose:
To investigate and report upon the [illegible]e
Late John A. Smith, Sergt. Co. "

341

341. Under A. R. 148, to determine whether soldier's re-enlistment should be recommended and kind of discharge he should receive.

PROCEEDINGS OF A BOARD OF OFFICERS CONVENED PURSUANT TO THE FOLLOWING ORDER

(Quote order in full.)

Fort Lawton, Washington,
March 28, 1916.

The board met pursuant to the above order at 10 A. M. today.

Present: All the members.

The board examined with due care the Descriptive List and records of six (6) convictions by Summary Court of Private James C. Carroll, presented by his company commander, Lieut. Brown, and hereto appended and marked "A," "B," "C," "D," "E," "F," and "G," respectively.

Private Carroll was then brought before the board and the following witnesses examined in his presence:

First Lieutenant B. B. Brown, 71st Infantry, who stated substantially as follows; that Private Carroll had been under his observation from April, 1915, to the present time; that he had evinced a spirit and manner of insubordination during that time; that his work had not been satisfactory nor up to the standard of that of the other men of the company; that he (Private Carroll) had been insubordinate to him personally in the orderly room.

Private Carroll then desired the board to ask Lieutenant Brown if he was sure that he (Private Carroll) had been insubordinate to him in the orderly room, which question being put by the board, Lieutenant Brown replied that he was certain of it; that his manner toward him (Lieut. Brown) was the most insubordinate he had seen in his service as an officer.

Private Carroll did not desire to ask anything further of the witness, and he was then excused.

First Sergeant John Lawrence, Company "A," 71st Infantry, was then brought before the board and, upon being questioned, stated substantially as follows: That he had known Private Carroll since April, 1915; that during that time he had shown an insubordinate character, answering back noncommissioned officers, disobeying orders, and speaking disrespectfully in barracks of his officers and noncommissioned officers; that he had tried to stir up discontent and dissatisfaction in the company.

The witness was then asked by the board, upon request of Private Carroll, if Private Carroll had ever, upon being assigned any specific duty, either in barracks or in the field, disobeyed the order or performed the duty assigned him in an unsatisfactory manner; the witness replied

that so far as he knew Private Carroll had always obeyed orders and done his duty satisfactorily.

Private Carroll did not desire to ask any further questions of the witness and he was then excused.

Sergeant John C. Dare, Company "A," 71st Infantry, was then brought before the board and, upon being questioned, stated substantially as follows: That he had known Private Carroll about a year, ever since he had come from Fort Missoula, Mont.; that he had been a chronic kicker; that his character had not been of the best; that he was always running down the company and the company noncommissioned officers.

Private Carroll did not desire to ask the witness any questions and he was then excused.

Private Carroll was then asked if he desired the board to call any witnesses to testify on his behalf, to which he replied in the negative, but stated that he had never had trouble in the Army until he transferred to the 71st Infantry, but that he and the other transferred men had been discriminated against by the noncommissioned officers ever since they came down here last March from Fort Missoula, Mont., and there was general dissatisfaction in the company and that he had not complained any more than lots of others.

Private Carroll was then asked if he desired to make any further statement to the board, to which he replied in the negative.

After a careful consideration of the above the board is of the opinion that the reënlistment of Private James C. Carroll, Company "A," 71st Infantry, should not be recommended, and that he should be given a discharge under Section 3, Par. 150, A. R., 1913, and the board so recommends.

The board then at 11:30 A. M., adjourned sine die.

WILLIAM ADAMS,
Captain, 71st Infantry, President.
JOHN BANKS,
1st Lieut. 71st Infantry, Member.
JAMES CARR,
2nd Lieut. 71st Infantry, Recorder.

Approved:
JOHN A. SMITH,
Cal., 50th Inf.,
Comdg.

NOTES

1. The board has a purely investigating power, and can not, without specific authority, exercise any of the legal functions of either a court-martial or court of inquiry

2. Its members are not sworn and it cannot compel civilian witnesses to attend, nor in the event of their voluntary attendance are they entitled to compensation. There is properly no accused party before it.

3. It has only two questions to investigate, viz: (1) Whether or not the soldier's reënlistment should be recommended, and (2) the kind of discharge that should be given him under A. R. 150. The question of character that should be given him is not to be determined by the board.

4. It calls for such witnesses as may be necessary and available, receives and records the testimony given and gives its opinion and makes recommendations.

5. Although the witnesses may be sworn, this is not required, and in many cases, the proceedings of which are on file in the War Department, the witnesses were not sworn. However, the prevailing practice now-a-days is to swear all witnesses.

6. Although the Army Regulations seem to contemplate that only one copy of the proceedings shall be prepared, if the proceedings are typewritten, it is suggested that three copies be made—one for the post record, one for the company, and the third to be forwarded to The Adjutant General of the Army.

§42. Under A. R. 148½, to determine whether soldier should be discharged before expiration of term of service.

PROCEEDINGS OF A BOARD OF OFFICERS CONVENED BY THE FOLLOWING ORDER:

(Quote order in full.)

Gatun, Canal Zone,
February 19, 1916.

The board met pursuant to the above order at 2:00 P. M. today.

Present:

Capt. U. S. Lee, 40th Inf.
Capt. R. E. Grant, 40th Inf.
2nd Lt. Philip Forrest, 40th Inf.

Private Peter Pann, Co. "A," 40th Inf., appeared before the board, the order convening it was read to him and he was asked whether he objected to any member thereof, to which he replied in the negative.

The president then explained to Pvt. Pann that he would have a right to question witnesses, submit evidence, and make a statement.

Capt. T. J. Jackson, commanding Co. "A," 40th Inf., was then duly sworn and testified in substance as follows:

That Pvt. Pann was an efficient soldier when he wanted to be; that his usefulness was ruined by drink, under the influence of which he lost

that so far as he knew Private Carroll had always obeyed orders and done his duty satisfactorily.

Private Carroll did not desire to ask any further questions of the witness and he was then excused.

Sergeant John C. Dare, Company "A," 71st Infantry, was then brought before the board and, upon being questioned, stated substantially as follows: That he had known Private Carroll about a year, ever since he had come from Fort Missoula, Mont.; that he had been a chronic kicker; that his character had not been of the best; that he was always running down the company and the company noncommissioned officers.

Private Carroll did not desire to ask the witness any questions and he was then excused.

Private Carroll was then asked if he desired the board to call any witnesses to testify on his behalf, to which he replied in the negative, but stated that he had never had trouble in the Army until he transferred to the 71st Infantry, but that he and the other transferred men had been discriminated against by the noncommissioned officers ever since they came down here last March from Fort Missoula, Mont., and there was general dissatisfaction in the company and that he had not complained any more than lots of others.

Private Carroll was then asked if he desired to make any further statement to the board, to which he replied in the negative.

After a careful consideration of the above the board is of the opinion that the reënlistment of Private James C. Carroll, Company "A," 71st Infantry, should not be recommended, and that he should be given a discharge under Section 3, Par. 150, A. R., 1913, and the board so recommends.

The board then at 11:30 A. M., adjourned sine die.

WILLIAM ADAMS,
Captain, 71st Infantry, President.
JOHN BANKS,
1st Lieut. 71st Infantry, Member.
JAMES CARR,
2nd Lieut. 71st Infantry, Recorder.

[redacted]pd:
A. SMITH,
30th Inf.,
Comdg.

NOTES

a purely investigating power, and can not, without
cise any of the legal functions of either a court-

ing; that Pann did not drink at every opportunity and that he thought Pann could be relied on in an emergency, if the full responsibility at the time were explained to him.

Pvt. Pann did not wish to ask Corp. Wilson any questions.

The president then asked Pvt. Pann if he wished to call any witnesses or make a statement. Pvt. Pann replied that he did not wish to call any witnesses, but desired to make a statement. Being duly sworn, he made a statement in substance as follows:

* * * * * *

The president then asked Pvt. Pann if he had anything else to say or offer and he replied in the negative, whereupon he was excused.

Pvt. Pann was present during the hearing of all evidence.

FINDING

After a careful consideration of the above evidence the board finds that Pvt. Pann is a confirmed inebriate and that his retention in the service is undesirable because of the effect of his habits on morals and discipline in his organization.

RECOMMENDATION

The board, therefore, recommends that he be discharged, and that he be given a character of "Fair."

The board then at 2:45 P .M., adjourned sine die.

U. S. LEE,
Capt., 40th Inf., President.
R. E. GRANT,
Capt., 40th Inf., Member.
PHILIP FORREST,
2nd Lt., 40th Inf., Recorder.

March 1, 1916.

Approved:

BRADFORD J. JOHNS,
Major, 40th Inf.,
Comdg.

NOTES

(Bulletin No. 16, W. D., 1915.)

1—1. The provisions of paragraph 148½, Army Regulations, are intended to apply only to the following classes of enlisted men:

(a) Those who, after a thorough trial extending (except in the case of recruits at recruit depots) over a considerable period, have clearly shown that they cannot be trained and instructed to perform the duties of a private soldier in the arm to which they belong. Men who are only

slow to learn or difficult to instruct but otherwise adapted for military service do not belong to this class.

(b) Those who exhibit traits of character or are confirmed in habits which render their retention in the service objectionable because of the effect on morals or discipline. The provisions of the paragraph cannot be invoked, however, to rid the service of soldiers who by the commission of specific, overt acts have rendered themselves liable to trial by court-martial, or of those who have already been tried and adequately punished, except when it becomes evident that the soldier concerned cannot be made amenable to discipline. No board should be ordered pursuant to this paragraph for a soldier awaiting trial or result of trial by general court-martial, or for one serving sentence pursuant to such trial.

(c) Those who, because of excesses or other misconduct, have become impaired in character or physically disqualified to such a degree as to justify their immediate separation from the service.

2. Boards are convened pursuant to this paragraph in the Mobile Army by post or regimental commanders and in the Coast Artillery by coast defense commanders. In exceptional cases where the post, regimental, or coast defense commander is also the company or detachment commander, the board will be convened by the next higher authority.

3. Boards convened pursuant to the above paragraph will be governed, as far as practicable, by the rules of procedure and evidence applicable to special courts-martial, except that the members will not be sworn. All witnesses will be required to take the oath or affirmation prescribed for witnesses before courts-martial. The recorder of the board, or, if there be none, the president of the board, will administer the oath or affirmation.

4. Separate proceedings will be submitted to the convening authority in the case of each soldier recommended by a board for discharge.

5. Such proceedings will include:

a. The order convening the board, or, if convened by a verbal order, a statement to that effect.

b. The organization of the board [illegible] the place and date, and the names of members present [illegible]

c. The full name [illegible] whose case is before the board [illegible] a statement to the effect [illegible] was permitted to challenge [illegible] and was afforded [illegible] evidence, and to [illegible] statement.

d. The full name, rank, and organization of each witness, a statement that each was duly sworn, and a synopsis of the testimony given by each.

e. True copies of all written evidence considered by the board.

f. A synopsis of any evidence given or statement made by the soldier undergoing investigation.

g. A certificate of physical disability, where applicable.

h. The findings of the board, which must be based upon the evidence as summarized in or appended to the proceedings, must be in consonance with the provisions of this order.

i. The recommendation of the board that the soldier be or not be discharged. It is not contemplated that such boards recommend a transfer or other disposition of the soldier in the service.

If discharge be recommended, the proceedings of the board, when approved by the convening authority, will be forwarded to the officer exercising general court-martial jurisdiction over the command. The proceedings will then be forwarded to The Adjutant General of the Army for file. (A. R. 148½ amended C. A. R. 40/16.)

343. Under G. O. 31, W. D., 1912, in case of difference of opinion between company commander and surgeon as to whether sickness was "in line of duty."

PROCEEDINGS OF A BOARD OF OFFICERS CONVENED PURSUANT TO THE FOLLOWING ORDER:

(Quote order in full.)

Gatun, C. Z.
December 2, 1915.

The Board met pursuant to the foregoing order at 1:30 P. M. today.

Present: All the members, except Lieut. Lott, who was absent from the post by authority.

Pvt. John Smith, Co. "A," 50th Infantry, was brought before the board and the witnesses named below were examined in his presence.

Dr. Wallace E. Hall, of the Panama Canal, the attending physician at Gatun, stated, in substance, that about October 15, 1915, Pvt. Smith appeared at sick call and complained of severe general rheumatic pains in the muscles of the legs and back, and more or less all over the body; he gave Pvt. Smith some medicine for the pains, and sent him at once to the Ancon Hospital; when he saw Pvt. Smith at sick call he had no clinical evidence typical of syphilis, but the report received from the Ancon Hospital showed his blood reaction was positive for syphilis; a second blood test was made at the Ancon Hospital on November 26, 1915, but no report of it had yet been received; Pvt. Smith told him that to the best of his knowledge he had never had any syphilitic sores of any kind;

he did not give Pvt. Smith a careful physical examination and nor did he look for a sore on his penis.

Pvt. Smith did not desire to ask the witness any questions and he was excused.

Captain John C. Harris, Comdg. Co. "A," 50th Inf., testified, in substance, as follows: Several weeks ago Pvt. Smith went to the Ancon Hospital and returned marked, "Not in line of duty"; the First Sergeant of the company was very much surprised and told Captain Harris that Pvt. Smith had stated to him that he had had no venereal disease since 1899, when he had the clap; Captain Harris then questioned Pvt. Smith, who, repeated to him what he had told the First Sergeant; Captain Harris, believed his statement, because he is a truthful, reliable man, who enjoys an excellent reputation in the company for veracity and straightforwardness; Captain Harris examined the company records for the entire time, a little over a year, that Pvt. Smith had been in the company, but had found nothing to indicate that Pvt. Smith had ever had venereal disease of any kind.

Pvt. Smith did not wish to ask the witness any questions and he was excused.

Pvt. Smith then made, in substance, the following statement to the board: He had no knowledge of ever having had any indications of syphilis, although in 1899 he had the clap; since he has been in the Zone, he has exposed himself several times to venereal infection, but in every case he took the prophylaxis; last year after taking a cold shower-bath he had a pain in his back that doubled him up for two days, and he has had several attacks of pain since then; when told that the test at the Ancon Hospital indicated that he had syphilis he was very much surprised, as he had never had any syphilitic sore and had no idea that the disease was in his blood.

Pvt. Smith then stated that he had nothing further that he wished to say.

By direction of the Board, Capt. Burke, the medical member thereof, then gave Pvt. Smith a careful general physical examination and found no scars on the penis, but found enlargements of the lymphatic glands of the neck on each side, suggesting that Pvt. Smith had at some time had syphilitic infection.

By direction of the board, Capt. Burke called up the Ancon Hospital by telephone to ascertain the result of the Wasserman test that Pvt. Smith underwent Nov. 26, and was told that the blood reaction was positive.

An examination of the company records showed that Pvt. Smith had reënlisted Nov. 10, 1913.

343 (contd.)

FINDING

After a careful consideration of the above evidence the board is of the opinion that Pvt. Smith has chronic syphilitic infection, but the board is unable to determine whether such infection was contracted since Aug. 24, 1912, the date of the enactment of the law published in G. O. 31, W. D., 1912.

RECOMMENDATION

Therefore, in the opinion of the board, the case of Pvt. Smith should not come within the purview of G. O. 31, W. D., 1912, and the board so recommends.

WILLIAM JONES,
Captain, 50th Infantry,
President.
THOMAS BURKE,
Captain, Medical Corps,
Recorder.

NOTES

1. By the testimony of the surgeon, and a physical examination of the soldier by the medical member of the board, and, if necessary, by an examination of the company records, the board should first determine whether the soldier has the disease alleged.

2. If the soldier has the disease alleged, the board must then determine whether it was contracted after the passage of the law on the subject.

3. The law of August 24, 1912, promulgated in G. O. 31, W. D. 1912, imposes forfeiture of pay during absence from duty due to disease resulting from intemperate use of drugs, or alcoholic liquors, or because of venereal disease not contracted in line of duty.

The law of April 27, 1914, promulgated in G. O. 45, 1914, requires that a soldier shall make good the time lost due to absence from duty under the conditions stated above.

4. The law has for its object the regulation of the conduct of soldiers after its passage and is not to be construed as penalizing offenses before the law was enacted, and, therefore, it does not apply in cases of absence from duty resulting from misconduct which occurred before the passage of the act or before the commencement of the enlistment current when the law was passed. (Page 12, Bulletin 4, 1913.)

5. So far as forfeiture of pay and making good time lost on account of absence from duty owing to disease resulting from intemperate use of drugs or alcoholic liquors or other misconduct, the law applies only to enlistments entered into on or subsequent to the date of the passage of the law. (Bulletin 39, 1914.)

343a. Under A. R. 163½, in case of death of soldier from other than natural causes.

PROCEEDINGS OF A BOARD OF OFFICERS CONVENED PURSUANT TO THE FOLLOWING ORDER:

(Quote order in full.)

Camp Gaillard, C. Z.,
May 28, 1917.

The board met pursuant to the above order at 6 P. M. today.

Present: All the members.

The witnesses whose names appear below, under oath testified, in substance, as indicated after their respective names:

CORPORAL WALTER BENZENE, Co. "L," 29TH INF. I was on guard at Darien, C. Z., April 28-29, 1917, as corporal of the third relief. At 2 A. M. April 29, I posted Pvt. John Smith, Co. "L," 29th Inf., on Post No. 1, which extended around the Power House. About 2:35 A. M., I heard a shot fired on Post No. 1, and proceeding thereto, I found Pvt. Smith's body lying on the cement walk on the south-east side of the Power House, about two feet from the wall of the building. I immediately notified the commanding officer, Capt. H. E. Vagner, 29th Inf. I then returned to the scene of the tragedy, and an examination of Pvt. Smith's body showed that the bullet had entered the left side of the neck, near the Adam's apple and came out above the left eye, blowing off the top of the head and the front of the face. On the cement walk, by the side of the body lay his rifle, an empty clip and one cartridge. The rifle contained one empty shell and the magazine had three cartridges in it. I spoke to Pvt. Smith before posting him and in manner and in speech he was perfectly natural and normal. I might also say that at no time before the tragedy did I in the company barracks or elsewhere notice anything about Pvt. Smith's bearing, speech or manner that was in any way out of the ordinary or that indicated in any way that he was thinking of killing himself.

FIRST SERGEANT E. C. MUDERS, Co. "L," 29TH INF. As First Sergeant of Co. "L," 29th Inf., Pvt. John Smith was under my daily observation. He was a well-behaved man of quiet, sober habits, who got along well in the company, and, as far as I know, he was not in trouble of any kind before or at the time of his death. His manner and speech had been the same as usual and there was nothing about either that indicated that he thought of killing himself.

SERGEANT EDWARD O'TOOLE, Co. "L," 29TH INF. I was Sergeant of the guard at Darien, C. Z., April 28-29, 1917. Pvt. John Smith, Co. "L," 29th member of the Guard, having marched on at 6 P. M., April 28.

343a (contd.)

I did not notice anything about him that was in any way out of the ordinary. In manner and appearance he was perfectly natural. About 2:30 A. M., April 29, after a shot had been fired in the direction of Post No. 1, I went over, and found Pvt. Smith's body lying on the cement walk on the south-east side of the Power House, about two feet from the wall of the building, with his rifle, an empty clip, and one cartridge on the walk near the body. The rifle contained one empty shell, and the magazine had three cartridges in it. An examination of the body showed that the bullet had entered the left side of the neck and had come out above the left eye, blowing off the top of the head and the front of the face.

CAPTAIN H. E. VAGNER, 29TH INF. About 2:30 A. M., April 29, 1917, at Darien, C. Z., I was awakened by Corpl. Walter Benzene, Co. "L," 29th Inf., and told that the sentinel on Post No. 1 had just been shot. I immediately proceeded to Post No. 1 and found Pvt. Smith's body lying on the cement walk, on the south-east side of the Power House, about two feet from the wall of the building, his rifle, an empty clip and one cartridge being on the walk, near the body. The rifle contained one empty shell, and the magazine three cartridges. The bullet had entered the left side of the neck, near the Adam's apple and had come out above the left eye, blowing off the top of the head and the front of the face. Pvt. Smith was a well-behaved soldier, of quiet, sober habits and, as far as I know, was in no trouble of any kind at the time of his death.

MAJOR JAMES A. ROSS, 29TH INF. As the summary court officer detailed by the commanding officer to hold the inquest in this case, I visited Darien, C. Z., the morning of April 29, 1917, and, as a part of my investigation, made a minute examination of the scene of the tragedy.

FINDING

After a careful consideration of the above testimony, together with the personal knowledge that both members of the board have of the scene of the tragedy, the board finds that Pvt. John Smith, Co. "L," 29th Ind., died at Darien, C. Z., about 2:35 A. M., April 29, 1917, as the result of a gunshot wound which, in the opinion of the board, he accidentally inflicted upon himself while posted as a sentinel, and not unlikely in the following manner: After being posted he found that his rifle was not loaded, whereupon he proceeded to insert a clip in the magazine, one of the cartridges (the one found on the cement walk, near his body) accidentally dropping, and while stooping over to pick up this cartridge, his piece was, in some unaccountable way, discharged. Had he wanted to commit suicide, it is the belief of the board that he would have likely inserted one cartridge in the chamber and used the piece as a single loader.

In the opinion of the board Pvt. Smith's death was in line of duty and not the result of his own misconduct.

NOTES

1. In case of accidental death the finding of the board must always show:

(a) The soldier's duty status at the time of death.

(b) His condition as to sobriety.

2. If a soldier is drowned while swimming, the finding of the board should show:

(a) Whether he was authorized to be at the place where he met his death.

(b) Were the men of the company encouraged or required to swim.

(c) Was the place where the soldier was drowned designated by competent authority as a suitable place to swim.

(d) Was the soldier violating any post, company, or other orders in swimming at the time and at the place where he met his death.

344. Omitted.

345. Loss of private property in military service. (A. R. 726.)

PROCEEDINGS OF A BOARD OF OFFICERS CONVENED PURSUANT TO THE FOLLOWING ORDER:

(Quote order in full.)

Camp Gaillard, C. Z.,
May 12, 1917.

Pursuant to the above order the board met at 2 P. M. today.

Present: All the members.

The board proceeded to examine the affidavit of Capt. G. C. Smith, 29th Inf., hereto appended and marked "A," and the affidavit of Musician Alexander Ohler, Co. "B," 29th Inf., hereto appended and marked "B," and decided that no further evidence was necessary.

Finding

After a careful consideration of the affidavits mentioned above, the board finds that:

1. Captain Smith had been ordered on maneuvers with his company and that his field glasses (value, $15.00) were use[illegible]sary and proper for him to have in this pr[illegible]ce in lir[illegible]

2. The field glasses were stol[illegible]o[illegible]part of Captain Smith.

Recommendation

The board therefore recommends that Captain Smith be compensated to the amount of fifteen dollars ($15) for the one pair of private field glasses.

The board then adjourned *sine die*.

JAS. A. ROSS,
Capt., 29th Inf., President.

E. S. SILLER,
1st Lieut., 29th Inf., Member.

C. H. MANDOLTZ,
2nd Lieut., 29th Inf., Recorder.

346. Adjusting Ordnance accountability of deceased officer.

PROCEEDINGS OF A BOARD OF OFFICERS CONVENED PURSUANT TO THE FOLLOWING ORDER:

Headquarters 50th Infantry,
Presidio of San Francisco, Cal.,
July 20, 1898.

Special Orders
No. 50

(Extract)

1. A Board of Officers is appointed to meet at this station at ..... o'clock .. M. tomorrow, or as soon thereafter as practicable, for the purpose of ascertaining what disposition has been made of certain ordnance and ordnance stores for which the late Capt. ....., ... U. S. Infantry, was accountable, and as far as possible to account for the same by proper returns to the Chief of Ordnance.

Detail for the Board

Capt. ....., ...th Infantry.
First Lieut. ....., ...th Infantry.
Second Lieut. ....., ...th Infantry.

By order of Lieut. Col. .....:

(Signed) .....,
Captain, ...th Infantry, Adjutant.

Fort ....., ...,
....., ..., 19....

The board met pursuant to the foregoing order at ..... o'clock .. M.

Present: all the members.

The board, not having sufficient information before it, directed the recorder to open correspondence, with a view to ascertaining definitely

what disposition was made of the ordnance and ordnance stores for which the late Captain ....., ...th Infantry, was accountable.

The board thereupon adjourned to meet at the call of the president.

.....,

Second Lieut., ...th Infantry, Recorder.

Fort ....., ...,

....., ..., 19....

The board met at ..... o'clock .... M., pursuant to adjournment and the following order:

Headquarters ....th U. S. Infantry,

Fort ....., ...,

....., ..., 19....

Special Orders

No. .....

(Extract)

* * * * *

2. First Lieut. ..... and Second Lieut. ....., ...th Infantry, are hereby relieved as members of the Board of Officers, convened by Par. 2, S. O., No. ...., c. s., these Headquarters, and First Lieut. ..... and Second Lieut. ....., ...th Infantry, are detailed in their stead.

By order of Col. .....:

(Signed) .....,

Captain, ...th Infantry, Adjutant.

Present: all the members.

The board had before it all the information that could be obtained.

From the invoices of ordnance and ordnance stores from Capt. ....., ...th Infantry, and First Lieut. ..... Ordnance Department, U. S. A., hereto appended (marked "A" and "B," respectively), it is shown that Capt. ....., ...th Infantry, deceased, was accountable for the following ordnance and ordnance stores:

Enumerate articles and state individual and total value

To account for a portion of the foregoing the board has receipts from the twelve company commanders of the ....th Infantry, and receipts from eleven company commanders of the ....th Infantry.

346 (contd.)

These receipts are hereto appended and marked "C," "D," "E," "F," "G," "H," "I," "K," "L," "M," "N," "O," "P," "Q," "R," "S," "T," "U," "V," "W," "X," "Y," "Z," respectively. The ordnance and ordnance stores thus accounted for are as follows:

Enumerate articles and state individual and total value

This leaves the following not accounted for:

Enumerate articles and state individual and total value

The issues by Capt. ..,..... are best shown in abstract marked "A" (hereto appended), which was compiled from the appended receipts heretofore referred to.

The appended quarterly return for part of the quarter ending ....., 19... (marked "B"), also best shows the receipts and issues and what remains unaccounted for.

In the correspondence (Appendix "C") relative to this matter, in the 5th indorsement, First Lieut. ....., ...th Infantry, states that he succeeded Capt. ..... in command of a detachment of about 275 recruits which Capt. ..... had taken to ..... These recruits, armed and partially equipped, though originally intended for other regiments, were ultimately assigned to the ...th and ...th Infantry.

Since 226 rifles, bayonet scabbards, and a corresponding number of canteens, haversacks, etc., have been receipted for by officers of these regiments, it is the opinion of the board that the 49 rifles, etc., with which the remaining recruits of this detachment were armed, must still be in the two regiments mentioned; receipts failed to be given in the confusion of war times. This opinion is strengthened by the 12th Indorsement on the same correspondence in which Capt. ....., as commanding officer, Company "L," states that 10 rifles, bayonet scabbards, cartridge belts, gun slings, haversacks and straps, canteens and straps, meat cans, tin cups, knives, forks, and spoons had been taken up on the ordnance returns of that company. He does not, however, inclose receipts for that amount of ordnance for Company "L," though as commanding officer of Company "C," same regiment, which he was also apparently commanding, he does send receipts for 11 rifles, bayonets, scabbards, cartridge belts, etc.

The board is therefore of the opinion that other company commanders of the ...th and ...th Infantry have likewise taken up on their returns the remaining ordnance and ordnance stores pertaining to the detachment of recruits, but have failed to receipt for the same.

The wrapper inclosing invoice from Captain ....., ...th Infantry, with indorsements thereon (hereto appended and marked "D"),

shows the effort made to obtain receipts for the ordnance stores with which the recruits sent to ..... were equipped.

The invoice from Captain ..... has been heretofore referred to as Appendix "A."

After going to various officers, the wrapper is finally returned with the statement that the receipts for the ordnance and ordnance stores turned over to the ....th Infantry, with the recruits of Captain .....'s detachment, had been forwarded in compliance with the 27th indorsement of the appended correspondence, marked "C."

The board, therefore, recommends relief from further accountability in the matter, and that a certificate of non-indebtedness in the case of Captain ....., ...th Infantry, deceased, be issued for the following ordnance and ordnance stores:

Enumerate articles and state individual and total value

There being no further business before it, the board adjourned *sine die*.

....,
Capt., 50th Inf., President.

....,
1st Lieut., 50th Inf., Member.

....,
2nd Lieut., 50th Inf., Recorder.

347. Proceedings of Post Exchange Council.

Camp Gaillard, C. Z.,
May 12, 1916.

Pursuant to call of the President the Post Exchange Council met at 2 P. M. today.

Present

1. Capt. John A. Smith, 50th Inf.
2. Capt. Henry J. Jones, 50th Inf.

Etc. Etc. Etc.

Absent

1. Capt. Joseph Anderson, 50th Inf.
2. Capt. Ira F. Mavel, 50th Inf.

The following motions were duly made and carried:

1. That the organization of the Post Exchange be as follows:
   91 shares per company.
   55 shares Hdqrs. company.
   49 shares Machine Gun Company.
2. That when dividends accrue, they be paid on the following basis:
   1/3 on the basis of shares held in the exchange by each organiza-

tion and 2/3 on the basis of credit checks sold to the enlisted men of each organization.

3. That the Exchange officer be authorized to purchase an adding machine.

4. That the following Financial Statement of the business of the Post Exchange to include April 30, 1915, be approved:

Assets

* * * * * * * * * * * *

Liabilities

* * * * * * * * * * * *

I certify that I have audited the accounts of the Post Exchange and found them correct as shown by the above statement.

JOHN A. JONES,
Capt., 50th Infantry.

There being no further business before it, the Council adjourned.

JOSEPH A. HARRIS,
Capt., 50th Infantry, President.

HENRY J. HARRIS,
1st Lieut., 50th Inf., Recorder.

Approved:

Colonel, 50th Infantry, Commanding.

[Note.—The proceedings are entered in a Post Exchange Council Book (prescribed by A. R. 211). They may be either entered therein in long hand or typewritten on sheets of paper which are pasted in the book.]

348. Proceedings of Post Exchange Sub-committee of Noncommissioned Officers.

PROCEEDINGS OF A SUB-COMMITTEE OF NONCOMMISSIONED OFFICERS CONVENED AT THE POST EXCHANGE, CAMP GAILLARD, C. Z., AT 2 P. M., APRIL 11, 1916, IN COMPLIANCE WITH PAR. 4, S. O. P. NO. 55, C. Z.

Present

Sergt. 1st Class	James Collins,	H. C.
Drum Major	Henry J. Jones,	Hdqr. Co., 50th Inf.
Etc.	Etc.	Etc.

Absent

Sergt.	Albert Smith,	Co. "A," 50th Inf.

The meeting was called to order by the senior noncommissioned officer present and after a general discussion of the business of the Post Exchange and reading of the minutes of the last meeting of a subcommittee of noncommissioned officers held July 7, 1916, it was agreed that the following recommendations be made:

ALFRED C. ALLEN,

1. That the moving pictures be operated Sunday evenings.
2. That a stock of shoes be carried.
3. That a lunchroom be put into operation as early as practicable.
4. That the soft drink counter be kept open until 10:30 P. M., and that, if necessary, the number of employees in the Post Exchange be increased to meet this business without working a hardship on anyone.

JAMES COLLINS,
Sergt., 1st Cl., H. C.
GEO. A. HILL,
1st Sergt., Co. "A," 50th Inf.
Etc.

HENRY J. JONES,
Drum Major, Hq. Co., 29th Inf.
JAMES R. GRANT,
Sergt., Co. "B," 50th Inf.
Etc.

(Note.—It is customary to enter the proceedings of the sub-committees of noncommissioned officers in the same book in which are kept the proceedings of the meetings of the Post Exchange Council. The proceedings are generally typewritten on sheets of paper that are pastec in the book.

349. Proceedings of a Retiring Board. The following form for the proceedings of a retiring board was taken from the Court-Martial of 1908:—

Case No.—.

PROCEEDINGS OF AN ARMY RETIRING BOARD CONVENED AT —— BY VIRTUE OF THE FOLLOWING ORDERS:

War Department,
Washington, ——, 190—.

Special Orders,
No. ——:

(Extract)

* * * * * * * * * * * * * * *

10. Under instructions from the President, and in accordance with section 1246, Revised Statutes, an army retiring board is appointed to meet at ——, ——, from time to time, at the call of the president of the board, for the examination of such officers as may be ordered before it.

Detail for the Board

Colonel ...., ... Infantry.
Lieutenant Colonel ....., ..., adjutant general.
Major ...., Medical Corps.
Major ...., ... Infantry.
First Lieutenant ...., Medical Corps.
First Lieutenant ...., Infantry, recorder.

Such journeys as may be necessary for the members and recorder of the board to make in attending its sessions and returning to their proper stations are necessary for the public service.

* * * * * * * * * * * * * * *

349 (contd.)

By order of the Secretary of War:

....,
Major General, Chief of Staff

Official:

....,
Adjutant General.

...., 19...

The board met pursuant to the foregoing order at 11 A. M.

Present

Colonel ...., ... Infantry.
Lieutenant Colonel ...., adjutant general.
Major ...., Medical Corps.
Major ...., ... Infantry.
1st Lieutenant ...., Medical Corps.
1st Lieutenant ...., ... Infantry, recorder.

Captain ...., ..., appeared before the board pursuant to par. ...., Special Orders No. ..., War Department, dated ....., 19..., and stated that he did not desire counsel; (or, introduced .... as counsel.)

The order convening the board was then read, and Captain .... was asked if he had any objection to offer to any member present; to which he replied in the negative.

(or)

that he objected to .... on the following grounds:

(Insert objections.)

The challenged member stated.

(Insert the statement of the challenged member, who should be requested to respond to the challenge and inform the board upon its merits. Should the officer before the board for examination desire to put the challenged member on his voir dire, the record should continue:)

Captain ...., having requested that the challenged member be sworn[1] on his voir dire, ..., was duly sworn by the recorder, and testified as follows:

Question by Captain ....:

* * * * * * * * * * * * * *

The board was then closed, and, on being opened, its decision was announced that the objection was not sustained, (or) that the objection

[1](Form of oath): "You swear that you will true answers make to questions touching your competency as a member of the court (or witness) in this case. So help you God."

was sustained. (In the latter case the record should state that the challenged member then withdrew.)

Captain .... was then asked whether he objected to any other member; to which, etc., as before.[8]

The members of the board and the recorder[8] were then duly sworn.

(If the officer desires to be retired, the record will continue):

Captain .... was then asked whether he desired to be retired, and answered in the affirmative. He was then duly sworn as a witness, and testified as follows:

Question by the recorder (or by the board):

Q. Please state the nature of your disability and its cause, and how long have you suffered from it?

A. (The officer can here make oral statement or submit a written one. If a written statement is submitted the record will state):

The witness submitted a written statement, which was read to the board, and is hereto attached marked "A."

Q. Is the statement submitted by you correct?

A. Yes.

(The board may then ask further questions.)

Q. Do you desire to make any further statement?

A. .....

(When the officer objects to retirement, he will not be examined at this stage of the proceedings, but may introduce evidence or make a statement. as hereinafter indicated.)

Major ...., surgeon, a member of the board, was then duly sworn and testified as follows:

Q. Please submit to the board the result of your examination of Captain ....

The witness submitted a written report signed by himself and Assistant Surgeon ...., also a member of the board, which was attached marked "B."

Q. From what cause does Captain ....'s disability proceed?

A. .....

Q. Is the disability permanent?

A. .....

[8] Five being, under sec. 1246, R. S., the minimum number of members of a retiring board, it must, when reduced below that number by challenge, or if the board is left without the proportion of medical officers required by said section, adjourn and report the facts to the convening authority. When the board again meets the officer being examined will be accorded the right of challenge as before.

[8] If there be a reporter, he will also be sworn. (Form of oath): "You swear that you will faithfully perform the duties of reporter to this court. So help you God."

Q. Is Captain .....'s disability such as to incapacitate him for active service?

A. .....

* * * * * * * * * * * * * * *

(The examination of the witness should be conducted so as to bring out all material facts on the lines indicated.)

Captain .... stated that he had no question to ask, (or) asked the following questions:

* * * * * * * * * * * * * * *

(The other medical member of the board should then be similarly interrogated.)

The recorder then submitted certain papers referred to the board from the Office of The Adjutant General of the Army, which were read to the board, and are attached, marked .....

Captain .... had no further evidence to submit nor statement to make. (When there is such evidence or statement, the record will duly set it forth.)

The board was then closed for deliberation, and, having maturely considered the case, finds that Captain .... is incapacitated for active service and that the cause for the said incapacity is ..... And the board further finds that said incapacity is (or is not) an incident of service.

The board then adjourned.

....,

.....,

President of the Board.

....,

.....,

Recorder.

350. Proceedings of an Examining Board for Promotion. The proceedings of an examining board for promotion are written on Form No. 433, A. G. O. There are five sheets—433-1; 433-2; 433-3; 433-4; 433-5.

351. Proceedings of an Examining Board for Appointment to Grade of Second Lieutenant. The proceedings of an examining board for appointment to the grade of second lieutenant are written on a form furnished by The Adjutant General of the Army, of which there are three sheets—96-1d; 96-2d; 96-4d.

352. Proceedings of an Examining Board for Transfer to Another Branch of Service.

PROCEEDINGS OF A BOARD OF OFFICERS CONVENED BY THE FOLLOWING ORDER:

(Quote order in full.)

Camp Gaillard, C. Z.,
February 5, 1917.

The board met pursuant to the above order at 10 A. M. today.

Present

Major James A. Ross, 29th Inf.
Major Charles H. Maine, 29th Inf.
Major George H. Phelton, 10th Inf.
Major James N. Snickering, 10th Inf.
Capt. William H. Maldron, 29th Inf.

The board then proceeded to the examination of Capt. John R. Doe, C. A. C., who appeared in compliance with Par. 5, S. O. 19, c. s., Hq. U. S. Troops, Panama Canal Zone.

The order convening the board was read to Capt. Doe and he was asked if he had any objection to being examined by any member present, to which he replied in the negative.

The members of the board, including the recorder, were then duly sworn.

After a personal examination of Capt. Doe and his official record, the board finds that he is qualified for service as a captain of Infantry.

The board then adjourned to meet at the call of the president.

Jas. A. Ross,
Major, 29th Inf., President.
William H. Maldron,
Captain, 29th Inf., Member.

(Bulletin No. 17, W. D., July 7, 1916.)

I—1. The following regulations are prescribed for the purpose of carrying into effect the final proviso of section 25 of the National Defense Act, approved June 3, 1916, which reads as follows:

And provided further, That for the purpose of lessening as much as possible inequalities of promotion due to the increase in the number of officers of the line of the Army under the provisions of this Act, any vacancies created or caused by this Act in commissioned grades below that of lieutenant-colonel in any arm of said line may, in the discretion of the President and under such regulations as he may prescribe in furtherance of the purpose stated in this proviso, be filled by the pro-

352 (contd.)

motion or transfer without promotion of officers of other branches of the line of the Army; but no such promotion or transfer shall be made in the case of any officer unless it shall have been recommended by an examining board composed of five officers, senior in rank to such officer, and of the arm to which the promotion or transfer of such officer shall have been proposed, who, after having made a personal examination of such officer and of his official record, shall have reported him qualified for service in said arm in the grade to which his promotion or transfer shall have been proposed.

2. Any officer of Infantry, Cavalry, Field Artillery, or Coast Artillery, below the grade of lieutenant colonel is eligible for transfer to another arm subject to examination as required in the above quoted proviso, but no officer will be promoted to or transferred to any arm when it would place him above an officer in that arm who was senior to him when first commissioned in the Army, unless such officer is junior to him in relative rank on account of losses of files occasioned by sentences of courts-martial, failures to pass required examinations for promotion, or by voluntary transfers. This rule will apply to each increment of increase. (As amended by Par. II, Bul. 52, Nov. 23, 1916.)

3. Officers transferred in accordance with the proviso under consideration will take their place in the lineal list of the arm to which transferred according to their relative rank at the date of transfer. Officers desiring transfer will make application to The Adjutant General of the Army.

NOTES BY THE AUTHOR

1. *Question for determination by board.* The only question before the board is the determination of whether the officer is *qualified* for service in the arm in the grade to which his transfer is proposed. The question of eligibility is one for the War Department, and not the board, to determine.

2. *Nature and scope of examination.* Under existing orders the scope and nature of the examination is left entirely and absolutely to the board, the only requirement being that the board shall make "a personal examination of such officer and of his official record." In practice, there is no mental examination, the officer being merely asked his reasons for desiring to transfer; what studying, if any, he has ever done pertaining to the branch of the service to which transfer is desired, and maybe one or two other questions of a similar, general nature, which, together with an examination of the officer's official record, will enable the board to form an estimate of his qualification for service in the arm in the grade to which he seeks transfer.

3. *Oath of recorder.* You, ..., do swear that you will faithfully and impartially discharge your duties as a member of this board in the accurately and impartially record the proceedings of this board and the matter now before you, and that you will, according to your best ability, evidence to be given in the case in hearing. So help you God.

4. *Oath of members.* You, ..., do swear that you will faithfully and impartially discharge your duties as members of this board in the matter now before you. So help you God.

353. Summary-court charges. The finding and sentence are entered on the face of the charge sheet. For example—

Finding:

Of the Specifications,—Guilty.

Of the Charges,—Guilty.

Sentence:

To forfeit two-thirds of his pay per month for three months.

JOHN A. SMITH,
Major, 20th Inf.,
Summary Court.

Always use the correct form of sentence, as given on page 367, Manual for Courts-Martial.

354. Report of inquest. The following is the form given in Appendix 19, Manual for Courts-Martial, for the report of investigation of death by a summary court-martial, under the 113th Article of War:

....., ...,
....., 191...

From: .... summary court-martial.
To: Commanding officer.
Subject: Report of inquest over body of ....., deceased.

1. Pursuant to your letter (*or*, your oral instructions) of ....., I viewed on the .... day of ....., the body of ....., found dead at this post, and have examined the following witnesses, whose testimony is appended to this report:

....
....

2. From a view of the body and from the evidence before me I find that at or about ..... M., on the .... day of ..... (*or*, on or about the .... day of .....), ..., a ..... of ....., ... Regiment of ..... (*or* a civilian), died a natural death (*or*, committed suicide; *or*, was accidentally killed in manner and circumstances as follows; or, was killed by ..... or by some person or persons unknown, in manner and circumstances as follows: (*or* otherwise, as the case may be).

....
....

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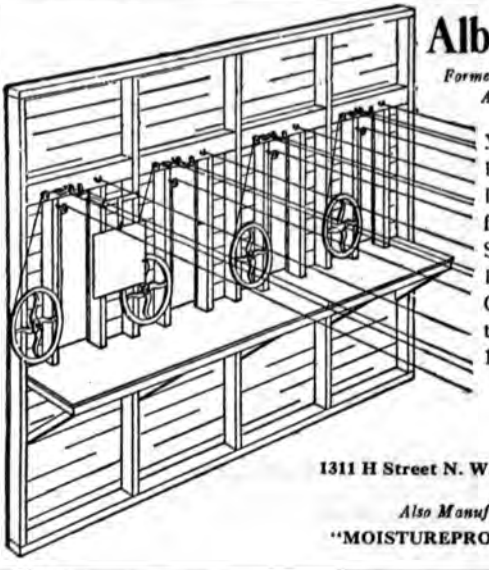

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